



**TRI-TOWNSHIP
LIBRARY**

Tri-Township Public Library District

209 South Main Street

Troy, IL 62294

Phone: 618-667-2133

Fax: 618-667-9866

E-mail: director@troylibrary.org

Application and Agreement for Private Event Rental

Application Information

- Date of Application:
 - Deposit of \$50.00 is required to secure rental and must be attached to application. (Record day & time of event on events calendar.)
 - Deposit Check #:
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Contact/Responsible Party

Name

Address

City / State / Zip

Phone/Cell

Email

Event Details.

- Date of Event (*Events may be reserved up to one year in advance*):
- Estimated Number of Attendees:
- Type of Event:
- Time of Event (*four-hour minimum*):
- Room(s) to Be Rented (Check all that apply):
 - ☐ Community Room
 - ☐ Meeting Room
 - ☐ Green Space

Fees*

- Community Room: \$150 (includes use of kitchen)
- Meeting Room: \$75
- Green Space: \$50

**All fees include a four-hour room rental. Additional time can be purchased for \$50/hour up to an additional four hours (total of eight hours).*

Room Rental Fee	\$
Additional Time (\$50/hour)	\$
Total Fees	\$
Date Fees Paid	
Check #	

Equipment Needed* (Check all that apply):

- ☐ Chairs
- ☐ Tables
- ☐ Microphone
- ☐ LED Projector
- ☐ Podium

**Equipment is available when renting the Community or Meeting Room only.*

Key Pick-Up (For Office Use Only)

- Key #:
 - Date Issued:
 - Identification Verified:
 - Date Returned:
 - Deposit Check Returned:
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Rental Room Regulations

Community Room

Library Responsibilities

- The Library will ensure to the best of their ability that the Community Room is clean prior to use.
- The Library provides the following furniture/equipment upon adequate notice:
 - Chairs, Folding tables, Microphone, Podium, Projector, and various tables:
 - 6 rectangle tables (8 ft, seats 8)

- 3 short children's tables
 - 6 round tables (seats 8)
 - 125 folding chairs
- All equipment and appliances will be in good working order prior to use. Users will be notified if something becomes unavailable.
 - Library maintains all safety equipment. When the Library is open, it is responsible for safe use of all spaces. When closed, renters assume responsibility for safe use, including adherence to fire regulations.
 - Maximum occupancy:
 - Community Room: 125
 - **Alcohol and smoking/vaping are prohibited on library premises. This includes inside the building, parking lot, Green Space, and immediate surrounding grounds.**
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Green Space

Library Responsibilities

- The Library will ensure to the best of their ability that the Green Space is clean prior to use.
 - The Library does not provide tables, chairs, or AV equipment for the Green Space.
 - Library maintains all safety equipment. When the Library is open, it is responsible for safe use of all spaces. When closed, renters assume responsibility for safe use, including adherence to fire regulations.
 - Maximum occupancy:
 - Green space: 75
 - **Alcohol and smoking/vaping are prohibited on library premises. This includes inside the building, parking lot, Green Space, and immediate surrounding grounds.**
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Meeting Room

Library Responsibilities

- The Library will ensure to the best of their ability that the Meeting Room is clean prior to use.
 - The Library provides the following furniture/equipment upon adequate notice:
 - 6 rectangle tables (6.5 ft, seats 6)
 - 12 adjustable ergonomic chairs
 - Up to 13 folding chairs
 - Mounted television (permanent to room)
 - All equipment and appliances will be in good working order prior to use. Users will be notified if something becomes unavailable.
 - Library maintains all safety equipment. When the Library is open, it is responsible for safe use of all spaces. When closed, renters assume responsibility for safe use, including adherence to fire regulations.
 - Maximum occupancy:
 - Meeting Room: 25
 - **Alcohol and smoking/vaping are prohibited on library premises. This includes inside the building, parking lot, Green Space, and immediate surrounding grounds.**
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User Responsibilities

- Individuals 25 years or older may reserve the room. Events involving minors require adult supervision.
- Use of the Library does not imply Library endorsement of meeting content or the group.
- Groups may not use the Library's address or phone number.
- **Nothing may be attached to walls or ceilings.**
- No incense or candle burning is permitted.
- Groups may not store materials except temporarily with Library approval.

- The Library is not responsible for loss/damage of personal, rented materials, or personal injury.
 - Users must leave the room clean and orderly, including:
 - Restacking chairs
 - Cleaning tables
 - Washing dishes
 - Sweeping
 - Removing trash (Replacement trash bags are under the sink in the Community room kitchenette.)
 - Food and non-alcoholic beverages are permitted.
 - A staff member will inspect the room before and after each use. Violations or damage to Library property may result in suspended privileges and/or loss of deposit. Acts of vandalism may be reported to law enforcement.
 - The library has an AED in the lobby. Opening its cabinet automatically notifies emergency services.
 - False alarms result in a \$100 service charge plus any additional fees.
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Renter Responsibilities

- Renters must follow all regulations listed above.
- Renters must complete a rental application and pay required fees.
- The applicant or a designee must be present for the entire event.
- Cancellation:
 - Cancellation must be made 24 hours in advance for refund of deposit and fees.
 - Without 24-hour notice, all funds are forfeited.
- Event will not be added to the calendar until the application and \$50 deposit are received. Deposit will be returned when the key is returned.
- All rental fees must be paid prior to rental.
 - Community Room & Kitchen: \$150.00
 - Green Space: \$50.00
 - Meeting Room: \$75.00
- Renters may pick up the building key up to 24 hours prior.

- Failure to pick up the key results in forfeiture of the event.
 - Renters must return the building key by the next business day (Monday – Saturday).
 - Failure to return key results in forfeiture of deposit and possible suspension.
 - Events canceled due to inclement weather may be rescheduled. If no date is agreed upon, the deposit will be refunded.
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Agreement

I have read and understand the Community Room Regulations and agree to abide by the terms set forth by the Tri-Township Public Library District.

Signed: _____

Date: _____

Created: 11/17/2004

Approved: 04/04/2023

Revised: 03/08/2023, 09/06/2024, 12/09/2024, 11/25/2025