# Almond 20th Century Club Library
# Community Room Rental
# One Time Use Policy and Guidelines

The Community Room and the Heritage Room, located in the lower level of the library, are available to individuals and community groups for family gatherings, meetings, staff training, or cultural and educational events.

A community Room Use Agreement Form must be completed for all individuals or groups requesting the use of the building. Please make requests at least two weeks prior to the event as requests for rentals outside our normal operating hours need approval from the Board of Trustees.

The Board of Trustees reserves the right to levy use fees, supervisory fees, or additional clean up fees. Notification of deposits or charges shall be made at the time of approval. Note that you are responsible for damages or unexpected cleaning expenses. The fees for a one-day rental are as follows:

- $25 for an event held within library hours.
- The fee will increase to $50 for an event that extends beyond library hours by up to two hours. Anything beyond the additional two hours will be charged at $20 per hour.
- A $100 deposit is required for room rentals. At the close of the event, rental fees will be deducted from your deposit and any balance will be returned to the renter as long as the room is left in the condition it was found, and there is no damage to the library.
- If you are a non-profit organization requesting use of the room there is no charge.

The library is not responsible for any equipment, supplies, materials, clothing, or other item brought to the library by the group or any individual attending an event. No items may be stored at the library, and any items left behind will be considered library property if not claimed within the week.

Individuals using the Community Rooms will assume full responsibility for any damages or additional cleaning fees. Individuals also agree to hold harmless the Almond 20th Century Club Library, its officers, directors, agents, representatives, managers, employees, and affiliates from and against any and all claims, suits, judgements, damages, losses and expenses including legal expenses.

We ask that you observe the following guidelines:

1. The conduct of all people attending events at the library is expected to be respectful to the property, and maintain noise levels the respect the others that may be using the library, and neighbors.
2. Events and programs are limited to the space requested and approved.
3. There is no smoking anywhere on library property (inside or outside).
4. The restroom is off of the Community Room near the kitchen. Restroom must be left clean. Please check this when you do your final walk through.
5. If furniture is to be rearranged for your event, please do so carefully, and return it to the previous arrangement when done.
6. The user is expected to leave the building clean and in the same condition it was in prior to the event. If cleaning is required it should be completed prior to leaving the building (including restroom). There is a $25 per hour cleaning fee if the kitchen or meeting areas are not left clean.
    a. All items associated with the event of program must be removed immediately following the event.
    b. Please take your trash with you.
    c. Please do not leave anything in the kitchen (including the refrigerator).
7. Please turn off all the lights, including those in the hallways and restroom.
8. The rear ramp entrance should be used in an emergency only.

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9. When children are present, they must be under the supervision of their parents or another adult at all times, and are not permitted to roam freely on library property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times. Please do *not* send them upstairs to the library to be entertained.
10. Weapons, alcohol, tobacco products, and other controlled substances are not permitted in or on library property.
11. The renter will be held responsible for and damage done to library property, including furniture and equipment.
12. The renter assumes liability of injuries to people attending the event, and for damages or loss of user's property. You agree to hold the library harmless for any injury to your guests or damages to guest property.
13. Willful violation of any guidelines, or regulations will lead to the loss of eligibility to use the buildings or grounds.

Renter's Name: _____

Address: _____

Phone Number: _____

Email: _____

Purpose of Event: _____

Date requested: _____

Start/End Time: _____

Number of People Expected: _____

Areas Requested: (Please check all that apply)

- ☐ Community Room
- ☐ Heritage Room
- ☐ Kitchen

As the responsible party, I have read the Community Room Use Policy, and agree to abide by all guidelines contained. I agree that I will assume full responsibility for any damages or additional cleaning fees. I also agree to hold harmless the Almond 20 Century Club library, its officers, directors, agents, representatives, employees, and affiliates from and against any and all claims, suits, liens, judgements, damages, losses and expenses including legal expenses.

Signature: _____

Date of Request: _____ Date Approved: _____

Payment/Deposit Received: _____ Deposit Returned: _____

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