

W. Walworth Harrison Public Library Meeting/Conference Room Agreement Contract

I, the undersigned, hereby apply for the use of the W. Walworth Harrison Public Library Meeting Room or Conference Room and in with the said application, furnish the following:

1. I wish to use the: _____ Meeting Room _____ Conference Room
2. Date requested _____
3. Hours: *arrival times cannot be more than 30 prior to library opening, include set up and break down time*
From _____ To _____

4. Name of the Event: _____

Organization: _____

Library: _____ City/School: _____ Profit: _____ Nonprofit: _____

Contact Person: _____

Address: _____

Email: _____

Daytime Number :() _____ - _____ Evening Number :() _____ - _____

5. Approximate number of persons expected: _____

6. Room set up (See attached)

___Conference Style ___Auditorium Style ___Classroom Style

___Exhibit Style ___Teen Night Setup ___Standard Configuration

7. We will need the following:

___Projector ___Podium ___Laptops

8. Deposit: \$25.00 is due at the time the reservation is made. (This total amount will be applied to the total unless the event is cancelled without 3 days' notice or unless damages are assessed as a result of the room use.)

9. Rental Fees: The total amount is due at least three days prior to the event.

10. Meeting Room:

Nonprofit: \$10 per hour (minimum 2 hours) or \$60.00 per day _____ hrs. = \$_____

Profit/Commercial: \$30 per hour (minimum 2 hours) or \$180.00 per day _____ hrs. = \$_____

Amount Paid : _____ Cash Credit Check# _____

Conference Room:

Nonprofit: \$5 per hour (minimum 2 hours) or \$30.00 per day ____ hrs. = \$_____

Profit/Commercial: \$15 per hour (minimum 2 hours) or \$75.00 per day ____ hrs. = \$_____

Amount Paid : _____ Cash Credit Check# _____

Meeting room and conference room use.

(1) Scope. Meeting room space in the public library was created to provide facilities for library programs and events. Secondly, it is intended for civic, educational and cultural activities. The space is also available for use by the city for conferences, meetings, activities and programs related to its services. Special consideration for meeting room use shall be given to those organizations acting as support groups for the library or which are "cosponsored" by the library (i.e., Friends of the Library, Hunt County Genealogical Society, etc.). When the meeting rooms are not scheduled for library- or city-related activities, the library may rent the meeting room or conference room to groups or businesses.

(2) Room use regulations.

(A) The library director must approve all meeting room rentals. Exceptions to the policy may be granted by the city manager. Requests for exceptions to established policy must be submitted in writing at least thirty (30) days prior to the requested usage.

(B) Reservations must be made in writing on the application forms provided by the library. These forms are available at the library or by calling 457-2992 and requesting a form be sent via mail, e-mail, or fax.

(C) Reservations shall be accepted only from persons eighteen (18) years of age or older.

(D) Reservations are taken on a first-come, first-served basis and may not be made more than three months in advance.

(E) The library reserves the right to cancel a reservation at any time for a library activity.

(F) Unless cosponsored by the library, organizations are not permitted to have more than 12 meetings (a meeting equals one reservation) per year in the library.

(G) There are two separate fee structures for the rental of rooms at the library: profit and nonprofit. Groups charged at the nonprofit rate will be subject to approval by the library director. (Ordinance 06-119 adopted 9/26/06)

(H) Social events, including but not limited to anniversaries, birthdays, showers, dances, trade shows, garage sales or family reunions, are not permitted.

(I) Smoking, firearms and alcoholic beverages are not permitted at any time.

(J) No activities interfering with normal library services are permitted.

(K) The library will not provide storage space to any organization.

(L) Groups are responsible for maintaining order and seeing that the space is neat and clean at the conclusion of the program. Items on display or exhibit may not be disturbed, and items may only be temporarily affixed to the walls with masking tape.

(M) Groups failing to comply with the stated policies shall be ineligible for future use of the facility.

(N) The person signing the rental agreement shall be responsible for any damage to the building, furniture, fixtures or litter on the library premises. In the event of damages or litter, reasonable charges for the repair, replacement or necessary cleanup will be deducted from the deposit. Any remaining balance will be billed to the responsible party.

(O) "For home viewing only" videos may not be shown, all or in part, under any circumstances.

(P) The library authorizes the use of the meeting rooms under the condition that all programs are open to the public, and admission fees are not charged except to cover the cost of educational materials that may be provided to those attending.

(Q) The library reserves the right to send a city representative to all meetings/programs.

(R) The use of a meeting room by an outside group does not imply the library's or city's endorsement of a group's policies or beliefs.

(3) Conference room.

(A) The conference room seats eight to ten people around a large table, with space for an additional eight chairs. Room setup options are not available. This room is available during regular library hours only.

(B) The cost of renting the conference room per hour (for a minimum of two hours) for nonprofit groups and for any for-profit or commercial organization, including any event where any product or service is for sale either during the event or at a later date, and for renting the room for the entire day to nonprofit groups and to for-profit groups is as provided in [section A16.03.004](#) of the fee schedule in appendix A to this code. (1990 Code, sec. 9.403; app. A, sec. 20.00; Ordinance adopting Code)

(C) The renter is responsible for any overtime incurred by library staff who may be required to stay on hand to secure the library facility after closing. (1990 Code, sec. 9.403)

(D) A deposit is required as provided in [section A16.03.004](#) of the fee schedule in appendix A to this code for the conference room. (1990 Code, sec. 9.403; Ordinance adopting Code)

(E) Rental fees must be paid 72 hours in advance of the start of the event or the reservation will be forfeited.

(F) Cancellations made less than 72 hours in advance of the event will result in assessment for the time period reserved or rental fee. Cancellations are required in writing.

(G) All fees will be returned if it becomes necessary for the library and/or city to cancel the reservation.

(4) Meeting room.

(A) The meeting room accommodates 80 people seated lecture style, 40 at tables in an instructional environment. Room setup is the responsibility of the renter, and the room should be returned to its original setup at the end of the meeting. On-site meal preparation is not allowed. The meeting room is only available when library staff is normally on duty.

(1990 Code, sec. 9.403)

(B) The cost of renting the meeting room per hour (for a minimum of two hours) for nonprofit groups and for any for-profit or commercial organization, including any event where any product or service is for sale either during the event or at a later date, and for renting the room for the entire day to nonprofit groups and to for-profit groups is as provided in [section A16.03.004](#) of the fee schedule in appendix A to this code. The city reserves the right to have a city employee on the premises at any meeting held within the facilities. (1990 Code, sec. 9.403; app. A, sec. 20.00; Ordinance adopting Code)

(C) This room has a small kitchenette for serving premade refreshments. The area is considered part of the meeting room, and it must also be left neat and clean following the use of the meeting room.

(D) The organization is responsible for any overtime incurred by library staff who may be required to stay on hand to secure the library facility after closing time.

(E) A deposit for the meeting room is required as provided in [section A16.03.004](#) of the fee schedule in appendix A to this code. (1990 Code, sec. 9.403; Ordinance adopting Code)

(F) Rental fees must be paid 72 hours in advance of the start of the event or the reservation will be forfeited.

(G) Cancellations made less than 72 hours in advance of the event will result in assessment for the time period reserved or rental fee. Cancellations are required in writing.

(H) All fees will be returned if it becomes necessary for the library and/or city to cancel the reservation.

Library Staff Signature: _____ Date _____

Contact Person Signature: _____ Date _____