



## 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 Meeting Room Rental

Date of Application	Deposit of \$50.00 is required to secure rental and must be attached to application. <i>(Record day &amp; time of event on events calendar.)</i>		Deposit Check #	
Name of Individual or Group Renting the Room				
Name of Contact or Responsible Party				
Address of Contact or Responsible Party:				
City				
State		Zip		
Phone	Cell		Email Address	
Date of Event	Time of Event Begin:		End:	
Room(s) to be Rented Mark all that Apply	Community Room		Board Room	
Fees: Community Room: \$100.00 (Includes Use of Kitchen); Board Room: \$25.00				
Total Amount of Fees to be Paid			Date Fees Paid	Check #
Equipment Needed: Mark all the apply	TV		Microphone	
	DVD/VCR		LED Projector	
	Tables		Chairs	
	Coffe Pots		Podium/Loudspeaker	
Key Pick Up				
For Office Use Only: <i>(Library Staff include initials in spaces when issuing or receiving a key)</i>				
Key #	Date Issued	Verify Identification	Date Returned	Deposit Check Returned

## COMMUNITY ROOM REGULATIONS:

### Library Responsibilities:

1. Library will insure that the Community Room and Board Room will be clean.
2. The Library has the following furniture and equipment available for use in the meeting rooms upon adequate notice. Chairs, folding tables, Television, DVD/VCR Player and coffee pot in the kitchen. The 10 tables are 8 feet long and seat 10 people comfortably. There are at least 125 folding chairs. Library will insure that all equipment and kitchen appliances available for use will be in good working order prior to meeting. If the equipment or appliances are not available, the user will be notified in advance.
3. Library will maintain safety equipment and the building. Library will be responsible for the safe use of the Community Room, Board Room and Kitchen during the time that the library is open. Individuals, Groups or Organizations that use the rooms when the Library is not open will be responsible for the safe use of the Community room, Board room and Kitchen. These include but are not limited to adhering to the fire regulations for occupancy and use of appliances in kitchen. Occupancy for Community Room should not exceed 125 persons and occupancy for the Board Room should not exceed 10 persons.
4. No smoking or alcohol is allowed at any time in the entire Library Building.

### User Responsibilities:

1. Only persons 18 years of older may obtain permission to use the meeting rooms. All events for children or young adults must be supervised by an adult over 18 years of age. The adult reserving the room will be responsible for actions of the children or young adults using the room
2. Permission to use the meeting room does not constitute endorsement of the subject matter of the meeting, or the group/organization's beliefs and policies. As a result, publicity of non-library sponsored meetings must in no way imply Library sponsorship.
3. Groups/organizations using the meeting rooms may not use the Library as their mailing address or telephone number.
4. Nothing may be attached to the walls or ceilings of the meeting rooms. Poster Tack is an acceptable alternative. A white board is also provided.
5. No group/organization may store equipment or materials in the Library, except on a temporary basis with the Library's approval.
6. The Library is not responsible for the loss or damage to any materials owned or rented by a group/organization meeting in the Library. The library will not be responsible for personal materials or equipment left in the building.
7. The meeting rooms and/or kitchen must be left in a clean and orderly condition. Users must pay the cost for repair of any damage to the facilities.
8. At the conclusion of the meeting or program, the group/organization is responsible for placing the room(s) in the condition existing before the meeting commenced. This includes but is not limited to rearranging or restacking chairs, cleaning tables, washing up dishes, sweeping and removing trash.
9. Food and beverages may be consumed in the Community Room, however, food and beverages are not to be consumed in the Board Room.

10. A Library staff member will check the Community Room, Board Room and/or Kitchen before and after each scheduled use, and the Library Director will notify in writing or by phone the person who applied to use the room of any violations of the meeting room regulations within five (5) days of the event. The Library Director will also notify the Board of Trustees, which may consider suspending the privilege of using the meeting rooms by that group, organization or individual. The Board of Trustees, after giving proper notification and due process to that group, organization or individual, may suspend their meeting room privileges.
11. The library is equipped with an *automated external defibrillator (AED) in the lobby. When the cabinet is opened, emergency services are automatically notified. If there are any **false alarms** during the scheduled private function, the renter will be required to pay a \$100 service charge plus any additional fees incurred by the library as a result of said false alarm.*

Renter Responsibilities:

1. Individuals or Groups using the Community Room, Board Room or Kitchen are expected to follow all the regulations listed above for all users.
2. Individuals, Groups and organizations that will be using the Community Room or Board room for a private or social event will be subject to the rental fee and will be required to complete an application for rental.
3. The meeting room applicant or a designee must be present during the entire event since he/she is the responsible party.
4. Notice to cancel must be given to the Library Director 24 hours in advance of the event. If a 24-hour notice is given the deposit and any other fees paid will be refunded within ten (10) working days, otherwise all funds are forfeit.
5. Event will not be placed on calendar until application is completed and deposit of \$50.00 is paid by check. Deposit check will be returned upon receipt of the key.
6. All rental fees must be paid prior to the rental. The fees will be assessed accordingly:
  - a. Community Room and Kitchen Rental - \$100.00
  - b. Board room Rental - \$25.00
7. Renter will be given a key to enter building if event is scheduled outside of library open hours. Renter may obtain the key up to 48 hours prior to the last business day before the event. Key will not be issued unless all rental fees are paid. If renter or designee fails to obtain the key prior to the event, renter will event. Failure to return the key will result in forfeiture of deposit plus consideration by the Library Board for suspension of privileges. Appeals to forfeiture of deposit for failure to return key must be submitted in writing to the Library Board for consideration.
8. Events cancelled due to inclement weather will be entitled to reschedule. If no date can be provided or agreed upon by the renter and the library Director, the deposit will be refunded.

I have read and understood the above stated Community room Regulations and agree to abide by the terms set forth by the Tri-Township Public Library District.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Created on 11/17/2004  
Approved: 01/04/2005  
Revised: 07/3/2012