



## **Rental Room Policy**

The rental rooms in the Angie W. Cox Public Library are intended for use primarily in the library's own programming. In this regard, the priority is given to the library and groups who hold meetings relating to library services. When rooms are not needed for library activities, they will be made available for community use.

Programs involving the sale, advertising, or promotion of commercial products or services are subject to approval by the library director and/or the Public Library Board of Trustees. Performers at library sponsored programs may sell sound recordings, videos and books related to the performance with preapproval.

### **Fees**

#### **Non-profit groups**

Room fees are waived for non-profit groups (including AA, VFW, American Legion, Garden Club, Girl/Boy Scout Troops, and 4-H Clubs).

#### **For-profit/ Individual Groups**

A \$25.00 room rental fee is required to reserve and use a room. There is an additional \$20.00 refundable deposit for the key card. After the room has been checked, to ensure that it has been left in its original condition/setup, and the key card has been received by staff, the refundable deposit will be returned to you.

### **Reservations**

1. The use of our room(s) must be reserved in advance.
2. Reservations are scheduled on a first come, first served basis.
3. A room cannot be reserved more than six (6) months in advance.
4. Regularly scheduled groups who meet at the library must give written notice to the library staff on a yearly basis to renew their reservation.
5. If a room is to be used when the library is not open, arrangements for keycard/key pickup will need to be made in advance.

## Keys

Individuals will use a key card to gain access to the building when the library is closed. A key card will be signed out by the contact person on the application. After signing out the key card, the contact person will be given a code to the lock box in the back hallway. This lock box will give you access to the key that will open the room that has been rented to you. All doors that are unlocked with that key must be relocked before leaving the building. The key from the lock box must be returned to the lock box before leaving after your event. **The key must NOT leave the library. Failure to lock doors or taking the key out of the library will result in a fine.**

Key cards need to be returned within 48 hours after your event. There are two ways to return the key card:

1. You may bring it into the library during library hours, or
2. place the key card in a sealed envelope and put it in the drop box.

## Eligibility

1. Individuals reserving a room must be 18 years or older and have a valid library card.
2. Use of the room must not be disruptive of the programs and activities of the library.
3. No unlawful activity is permitted in the room and/or on the premises.

## General Regulations

1. Smoking and alcoholic beverages are prohibited.
2. Posting of materials on walls is not permitted.
3. Any notices or advertising about an event for which a room at library is reserved must include the following statement:

**THIS EVENT IS NOT SPONSORED OR ENDORSED BY THE ANGIE W. COX PUBLIC LIBRARY.**

## Facility

1. Kitchen use is permitted (**supplies stored in cabinets and drawers may NOT be used**).
2. Bring your own utensils, plates, cups, cleaning supplies, dish clothes and garbage bags.
3. Rental room, equipment and kitchen (if used) must be cleaned before leaving.
4. Library staff will not be responsible for setting up or taking down equipment or furniture.
5. If needed, staff can/will provide more tables and chairs with a minimum of a 3-day advanced notice.
6. Trash must be taken with applicant when leaving. Failure to do so could result in the loss of the refundable deposit.
7. The use of confetti is not permitted.

## **Responsibility of equipment and facilities**

1. The applicant accepts responsibility for the repair and/or replacement of damaged or missing equipment and/or damages to the facility.
2. The Library is **NOT** responsible for any personal property, equipment, or displays used by the applicant.

## **Application and Cancellation**

1. Application for a room rental must be returned to staff for approval.
2. Payment is due when application is submitted.
3. Applications can be made in advance but not more than six (6) months prior to scheduled rental date.
4. Permission to use a library rental room does not imply library endorsement of the aims, policies, or activities of any applicant and/or organization.
5. Use of a rental room is revocable and does not constitute a lease.
6. Any application may be rejected. Previous approval may be withdrawn for violation of these rules at the discretion of library staff.
7. Previous use of a rental room does not entitle applicants to future use.
8. The library may impose reasonable conditions for use of a rental room to ensure that public property is not damaged with the use of the facility, and to ensure the comfort, convenience, safety and/or welfare of the public is not disrupted.
9. Reservations may be canceled up to 24 hours before the date of rental for a full refund.

## **The Library Board of Trustees and Endowment Board of Trustees reserves the right to:**

- Revoke or modify permission to use a rental room and/or modify conditions where necessary to adapt to operational needs of the library or the needs of the library.
- Deny applications for use based on the availability of space, frequency of use, or requests for space by other organizations.
- Attend any meeting held in its facilities to ensure that the activities are consistent with library room rental policies.