Application for Use of Community Room

Name of Organization or Group _____

Contact Name _____

Street Address _____

City_____State_____ZipCode_____

Phone_____

Email_____

Date Requested_____ Hours: From_____ To_____

Expected Number of Attendees_____ (max. 100 people)

Specific Purpose for Room Use _____

We will be___using the kitchen___setting up tables___other (please describe)

A non-refundable $50 deposit is required and may be applied to the rental fee unless for non-profit organization usage. Check payable to Village Library.

By signing this application the person whose signature appears below signifies that they are:

1. Aware of and in agreement with the Community Room Policy.
2. Responsible for the conduct of the group and ensuring that there is proper adult supervision.
3. In the event of damage to the building, grounds, or equipment, the organization or individual shall pay for the correction of such damage.
4. *It is also understood that library activities have priority for the use of all facilities.* This agreement will be revalidated on an annual basis.

I have read and agree to the terms as outlined above.

Print Name_____Signature_____

Request Submitted on_____Aprroved_____Denied_____Initials_____

Director's Signature_____Date_____

VILLAGE
LIBRARY

Community Room Policy

1. The Responsible Party shall submit a completed request for facilities on the Facility Use Application to the Library Director no less than two weeks prior to the desired date. Library functions will have priority. Use of the Community Room facilities during normal library hours without an application will be at the discretion of the Library Director.

2. The use of tobacco or alcoholic beverages are not permitted.

3. Destructive behavior is not permitted.

4. The Responsible Party must sign out the door key 48 hours prior to the use of the Community Room. This key must be returned to the front desk or placed in the book drop return box the next business day.

5. All safety regulations must be obeyed not limited to but including:
   - All aisles and doorways must be kept clear of obstruction.
   - Cars must park in designated parking areas only; no parking in driveways or on the grass.

6. Kitchen facilities are available for limited use with permission from the Library Director. Rules for kitchen use include:
   - Long-term storage of items is not permitted without prior permission from the Library Director.
   - Serving meals is permitted with electric warmers. No sterno/open flame warmers permitted. Serving light refreshments is permitted.
   - The refrigerator may be used for short-term use only. Any food items remaining will be discarded.
   - Towels must be supplied for dish drying.
   - Everything must be returned to its proper place after use.
   - The facilities must be left clean and tidy.

7. The limit for use of the room is four hours unless otherwise approved in advance by the Library Director.

8. The Responsible Party is liable for the conduct of all persons present in the building for their activity. In the event of damage to the building, grounds, equipment or property, the Responsible Party will be charged for damages.

9. At the conclusion of the activity, all trash must be removed and new trash bags placed in all receptacles.

10. The Responsible Party shall ensure the community room, kitchen and bathrooms are left in a clean and orderly condition.

11. Tables and chairs must be returned to their proper place.

12. All lights must be turned off, including in the bathrooms.

13. All doors must be securely latched and locked, including the emergency exit.

14. The Village Library, Board of Trustees, and Library Staff are not responsible for any items left in the Community Room.

15. The Children's Playroom is not included in the Community Room Rental. This area should not be accessed during rental activities.

Fee Schedule for Community Room Use

1. The Responsible Party shall submit a $50.00 security deposit with the Facility Use Application. The deposit is non-refundable for all groups, organizations, or individuals who are not classified as a non-profit organization. Deposits will be returned to non-profit groups, less any damage fees; or applied to the room use fee for other groups

2. Community Room use fees are $50.00 for the first hour and $25.00 for each subsequent hour or fraction of an hour.

3. Rates for periods over four hours may be adjusted at the discretion of the Library Director or Board of Trustees.

4. An additional $50.00 fee will be charged if the Library key is not returned the next business day. Any keys not returned within two business days will be considered lost and may result in additional charges to replace locks.

5. In the event of any damage to the building, grounds, and equipment, the organization or individual shall pay for the correction of such damage. A cleaning fee of $75 will be charged to the organization or individual if the rental space is not returned to its original condition.