

## Vespasian Warner Public Library Meeting Room Application

Individual or Organization applying: \_\_\_\_\_

Contact person information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

### Room Requested (check all that apply):

Revere Room during open hours (occupancy 150): \$15 per hour

Revere Room before or after open hours: \$20 per hour

Revere Room on Sundays or holidays: \$100

Activity Room (occupancy 60): *NOT AVAILABLE*

Museum Room during open hours (occupancy 100): free for organizational meetings of non-profit groups

Museum Room during closed hours: \$400 for a maximum of ten hours (\$100 deposit required)

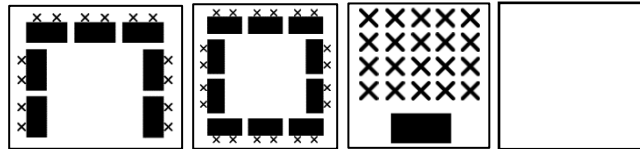
- Fee includes the set up and take down of up to 10 tables and 20 chairs as well as sanitization of the room. Additional tables and chairs are available in the Revere Room closet.
- Room users are responsible for general clean-up and trash removal.
- Mask Policy: All library visitors are required to follow the library mask policy that is in place at the time of the event. There are no exceptions. Please check with staff to confirm the current policy before your event as it is subject to change in accordance with state and local health guidelines.
- Free Wi-Fi access is available in all meeting rooms. Network: VWPP-Patron

Select a Layout (not to scale)

Number of tables \_\_\_\_\_ Number of chairs \_\_\_\_\_

Total rent due: \_\_\_\_\_ Date paid: \_\_\_\_\_

Staff initial: \_\_\_\_\_



Type of activity: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

**Please Note:** Loss of the library key will result in a minimum charge of **\$800** to cover the cost of re-keying the building and issuing new keys to employees. This fee is non-refundable, even if the original library key is later found.

Applicant initial \_\_\_\_\_

I have read and understand the rules for renting library meeting rooms (see back) and I understand that failure to comply with said rules may result in termination of the right to use the library meeting rooms. **I also declare that I/the organization agree(s) to return library facilities to a clean and orderly condition at the end of the activity and to pay costs for repair of any damages to library property incurred by this event.**

I/the organization understand(s) that the library is not responsible for equipment, supplies, materials, or any personal possessions owned or leased by those sponsoring or attending the event described above.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Vespasian Warner Public Library District Terms of Use of Meeting Rooms

The Vespasian Warner Public Library District (VWPLD) provides the use of meeting rooms for library-related, cultural, civic, and educational purposes. Permission to use library facilities does not constitute endorsement by VWPLD of a group or organization's policies or beliefs.

### Terms of Use:

#### General:

- Renters must be at least 18 years of age.
- All attendees at all events must follow the Patron Rules of Conduct (see attached). Security cameras are in use throughout the building.
- Library programming takes priority.
- Groups may not reserve rooms more than once per month.
- Smoking is not permitted inside the library building, and no alcoholic beverages are allowed on the premises.
- Children's birthday parties are not permitted.
- Sales are only permitted in the Revere Ware Room. Items for sale must be approved when booking the event.

#### Booking and Payment:

- Rooms will be reserved on a first-come, first-served basis. **Rooms may be reserved over the phone, but the completed application form and payment must be returned to the library within five business days of booking.** Failure to do so may result in the loss of the room to another group. The library does not invoice.
- Reservations must be made at least three business days in advance of the meeting but will not be accepted more than one year in advance.
- VWPLD should be notified immediately of a cancellation. Refunds will be made only if the library is notified 48 hours in advance of the cancellation. VWPLD reserves the right to cancel any reservation with a two-week notice.
- You may reserve the Revere Room for the night before your meeting to set up, provided no one else has booked the room. The earliest you may make the reservation for set-up is three days before your event. **The fee for early set-up is \$25.**

#### Room Use:

- Room rental includes the set up and take down of up to 10 tables and 20 chairs as well as sanitization of the room. Renters may move the tables and chairs to suit their needs. Additional tables and chairs are available in the Revere Room closet.
- Rooms must be left in a clean and orderly condition. No trash, spills, or other materials may be left in the room. Garbage must be taken out to the dumpster on the east side of the building. VWPLD provides garbage bags and a vacuum cleaner. Areas will be checked for cleanliness and damage after each rental. **Failure to clean a room will result in a \$25 fee.**
- Do not use push-pins on the cork walls in the Revere Room. Tape is permitted on the cork walls, but not on any wood or painted surfaces. All tape and decorations must be carefully removed at the end of the rental. Glitter is not permitted in any meeting room.
- VWPLD opens at 9 A.M. Monday-Saturday. Any group wishing to enter the building before that time must pay the closed hours rate until 9 A.M. All event participants must be out of the meeting rooms fifteen minutes prior to library closing time or must pay the closed hours rate (Monday-Thursday: 7 P.M, Friday: 5 P.M, Saturday 1 P.M.) **Note:** The Activity Room is **not** available during closed hours. Library operating hours may differ from meeting room hours.
- All event participants are requested to park in the back of the parking lot during open hours.
- Children attending any events must be supervised by an adult at all times.
- After-Hours Rentals: The main library door shall remain locked during the event to limit access to event attendees only. Do not prop open the main door unless someone is stationed there. Library staff are not available for assistance during closed hours. Please keep track of keys, belongings, etc... during the event.

I have read and understand VWPLD's meeting room terms of use.

Applicant initial: \_\_\_\_\_ Date: \_\_\_\_\_

*Updated October, 2022*