

## **MEETING ROOMS**

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Groups and individuals may rent the Lake Odessa Community Library's Meeting Room(s) by requesting a date and time through library staff. All reservations are first come, first served with library programs receiving priority. **The Meeting Rooms are only available for use during regular open hours for the library.**

The Friends of the Lake Odessa Community Library and other local non-profit organizations may be exempt from all user fees at the discretion of the Library Director.

### **FEES**

- Rental fees will be \$25.00 per hour and apply to all or any part of an hour.
- Cleaning deposit of \$20.00 for all users. Refundable after 2 business days if terms are met. (applicable to ALL users)
- Use of A/V equipment \$25.00; Equipment and furnishings are for Lake Odessa Community Library meeting room use only and not to be taken from the building. (applicable to ALL users)

Fees are designed to offset the costs of heating, lighting, air conditioning, cleaning, etc. and they may be increased with no advance notice by action of the Lake Odessa Library Board.

Hours of scheduling will include setup, time involved for the meeting and time required for cleanup and vacating. All meetings must conclude 15 minutes before the library closes for the day.

### **RULES OF USE**

- Renters of the facility assume responsibility for setup and cleanup of the room.
- Any and all damages will be the responsibility of the user.
- Display boards, posters etc. are not allowed to be hung on the walls, floor or ceiling.
- Maximum occupancy for Meeting Room A or Meeting Room B is 45 with a combination of both rooms being 90.
- The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library or transported to the library property by any group or individual attending a meeting in the Library.
- The Library Board and Staff do not assume any liability for groups or individuals attending a meeting in the Library.
- Users shall provide adequate adult supervision at events where children are present.
- Alcoholic beverages are NOT permitted.
- Gambling, raffles and lotteries are not permitted.
- Smoking on library grounds is NOT permitted.
- Open flames are not permitted.

- Refreshments (i.e., coffee, drinks, tea, cookies etc.) may be served in the Meeting Rooms. Any food must be prepared off site. Red or purple punch/kool aid is not permitted. All food and beverages served must remain in the Meeting Rooms.
- If special cleaning fees are necessary due to the use of the meeting rooms, costs incurred will be billed to the entity responsible.
- Organizations using the Lake Odessa Community Library Meeting Rooms will provide all equipment and service utensils except as otherwise arranged at the time of the reservation.

The Lake Odessa Community Library will not consider applications by:

- Commercial enterprises promoting or offering goods or services, *for free or for a fee*, or soliciting business.
- Individuals, groups or families for private parties i.e. birthdays, baby showers etc.
- Political parties and partisan and non-partisan candidates.
- Groups advocating for or against public election ballot issues.

Amended 8-26-15

Reviewed 9-28-16

Reviewed 8-23-17

Reviewed 8-22-18

Lake Odessa Community Library  
Meeting Room Agreement

Date of rental: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

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

Address: \_\_\_\_\_

Room use:      ☐ **Nonprofit**                      ☐ **Business**                      ☐ **Private**

User/renter accepts responsibility for the following:

1. Room set-up and takedown.
2. Providing all food service products including cups, plastic ware and plates.
3. No food may be cooked in the Lake Odessa Community Library meeting rooms. Refreshments or meals must be carry-in. Coffee or punch may be prepared using renter's supplies. No RED punch/drink allowed.
4. Supplies may not be stored in the Lake Odessa Community Library meeting rooms without prior agreement with the Library Director.
5. Coffee maker and minimal refrigerator space are available for use and must be emptied and cleaned out after each use.
6. Items from the Lake Odessa Community Library meeting rooms may not be taken outside the library.
7. Trash must be removed to the large containers outside the back door of the library.
8. Tables, chairs, counters and floors must be cleaned. Cleaning supplies are provided by the library.
9. Tables and chairs must be returned to normal set up.
10. Deposit will be refunded after two business days if all above responsibilities are met. No refund will be given in the event that extra setup or cleaning is required by library staff before or after room use. Deposit will not be available for refund after 30 days from rental date.

Hourly rental @ \$25.00: \_\_\_\_\_

Cleaning deposit \$20.00: \_\_\_\_\_

A/V equipment \$25.00: \_\_\_\_\_

**Fees paid:** \_\_\_\_\_

**Deposits paid:** \_\_\_\_\_

**I have read and understood the above and agree to abide by the Lake Odessa Community Library Meeting room policies and rental agreement.**

User/renter: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Room inspected:** \_\_\_\_\_ Okay to reimburse:    Yes    No

Notes: \_\_\_\_\_

Cleaning deposit reimbursed (amount, date, and staff initials): \_\_\_\_\_