



# BRIDGEVILLE PUBLIC LIBRARY

## Meeting Room Rental Contract

This contract dated \_\_\_\_\_ serves as an agreement by and between the Bridgeville Public Library ("Library") and \_\_\_\_\_ ("Individual").

### **Room Rental Time and Scope**

1. Individual will have 15 minutes prior to the reservation time for set-up. If more time is needed, it is the responsibility of the Individual to reserve additional time. All decorations, signs, and equipment must be approved by the Library Director or his/her designee. The use of glitter, confetti, and glue shall be approved for use by the Library Director or his/her designee. Nothing may be adhered to walls or other surfaces without permission of the Library Director or his/her designee. If any of these rules are violated, the cost of returning the premises to the condition prior to the Individual's event will be charged to the Individual, in addition to all other charges contemplated by this agreement.
2. Individual agrees to remain on the Library premises for the duration of the rental.
3. Meeting Room must be cleared, cleaned and vacated 15 minutes prior to Library closing. Failure to do so may result in a fee.
4. The Individual will notify the library within 24 hours of the scheduled activity if he/she needs to cancel a meeting room reservation. Failure to do so may result in not being able to use the room for a period of six (6) months. Furthermore, a room reservation will be considered forfeited if the Individual does not arrive or call within thirty (30) minutes of the scheduled time and the room may be released to another group or individual.
5. Permission to use the meeting room is revocable and does not constitute a lease. Permission previously granted to Individual to use the meeting room may be canceled at any time by the Library Director or Library Board, if it is determined that the meeting/activity scheduled does not comply with library policies, if the building is closed for an unforeseen maintenance problem, or for any other reason at the discretion of the Library Director or Library Board.

### **Event Management and Administration**

1. The Library Director or his/her designee may require a deposit depending on the use or rental of the space, with the amount determined by the appropriate fee schedule.
2. The Individual is responsible for obtaining any necessary permits and agrees to comply with all applicable state and federal laws, local ordinances, and the policies of the Board of Trustees. Any unlawful activity or inappropriate activity shall result in the immediate termination of the use and forfeiture of all deposits and fees, and may result in fines and criminal charges.

3. The Library reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged to the Individual at actual repair or replacement cost. Upon arrival, it is the responsibility of the Individual to inspect the facilities and report any problems immediately to the Library staff. Failure to do so may result in cleaning or damage fees. The Individual agrees to abide by all Library policies and procedures.
4. Some events may require security due to attendance. The Library Director and his/her designee will determine appropriate security, which must be paid for by the Individual.
5. Individual must be present in order to accept or make deliveries. At no time will the Library staff accept or make deliveries for an Individual.

### **Food and Drink**

1. Food brought in by Individuals or caterers or food vendors ("Vendor") must be approved by the Library Director or his/her designee. It is the responsibility of the Individual to make sure that all Vendors are familiar with the Library's general rules and policies. The Library is not responsible for the setup or tear down of any Vendors' products. If the Library is forced to set-up and or tear down any items, the Individual is subject to an additional fee and authority for future use of the Meeting Room may be revoked.
2. The Individual shall request in writing permission to serve alcoholic beverages in Library facilities. The Library Director or his/her designee reserves the right to approve or deny the request. Once the Library Director or his/her designee approves the use, the Individual is responsible for adhering to state liquor laws as set forth in the State Code, including obtaining permits as necessary.

### **Loss, Theft, and Damage**

1. Individual assumes all responsibility for damage to library property and for leaving the premises in the condition in which it was found, including the arrangement of furnishing and cleaning up of trash. Damage to the facility or equipment will be billed to the group or individual responsible for the room and could result in restriction from further use.
2. Individual agrees to hold harmless and indemnify Library from any and all damages to, or theft of, any personal property. Individual acknowledges that the Library cannot be held responsible for the safe keeping of equipment, materials, furniture and/or other items left in the Library.
3. It is expressly agreed that the Library assumes no liability for loss, theft or damage resulting directly or indirectly from the use of any third party contractor or vendor the Individual may choose.

## **General Provisions**

1. Music or other noise will be kept to a level that does not interfere with other Library activities. Library staff may revoke access to the Meeting Room if music or other noise interferes with Library activities.
2. All furniture and/or other temporary equipment brought into the Library must have protective caps to avoid scratching floors and damaging walls. Movement of all furniture must be done with the use of rubber-wheeled dollies or carts. All furniture must be lifted, not dragged. It is the responsibility of the Individual to move all furniture or equipment. Library tables and chairs shall not be moved between rooms or disassembled unless approved and executed by Library staff. Damage to the Library property or facilities due to the failure to comply with these rules may result in a fee.
3. Service animals are permitted in the Library. All other animals must be approved by the Library Director and or his/her designee. If animals are permitted, Individual is responsible for cleaning up after the animal(s) and for any damage, harm, or liability incurred while on Library property.
4. Smoking is strictly prohibited inside the Library and within 25 feet of any entrance and it is the Individual's responsibility for informing their guests of the smoking policy.
5. Limited, non-exclusive parking is available at the Library and surrounding area for those who utilize the building and its facilities. It is the responsibility of Individual to obey and follow all posted signs and restrictions. The Library is not responsible for damage or loss of vehicles on Library property.

The Library and the Individual have executed this agreement on the date set forth below:

Name	
Signature	
Date	
Staff Name	
Staff Signature	
Date	