



Meeting Room Rental Agreement:
private social events, including but is not limited to, parties,
showers, receptions, and any event closed to the public

Personal Events will be considered last for meeting room rentals; library, community/Town, and informational programming will be considered first.

Personal Event costs are \$100 for 4 hours or less and \$200 for 6 hours maximum.

Additionally, there is a refundable \$50 deposit for each event.

All event fees support the library's services and programs.

Rentals must not interfere with library services and programs.

All rental requests must be approved by the Board of Trustees of the Library.

Maximum capacity is 100 in attendance.

Rental includes parking lot use, meeting room, tables, chairs, and A/V use, lobby, display hooks, and bathrooms. Any additional needs or items may be an additional cost.

No alcohol or vaping is permitted in the building, no alcohol on the premises, and vaping and smoking is not permitted within twenty feet of an entrance.

No tape, adhesive, or nails/pins will be allowed on the painted wall surfaces. There are ceiling clips that can be used for decorations.

Participants are not permitted to tag the library in social media posts during the event.

Tables and chairs must be moved by picking up the items, no tables and chairs are to be moved by pushing across the floor.

Set up and break down of the room is the responsibility of the user/signer. A walk-thru must be held before the event with the rental signer and a library staff member.



Flameless battery-operated candles are permitted, wick candles are not permitted.

No cooking, or food preparation allowed on premises.

Sterno-cans usage is allowed, but are carry-in, carry-out. Used Sterno-cans must not be placed in garbage. Violators will be barred from future rentals.

All trash collected and placed in the blue lid trash cans, located beside the library and adjacent to the large parking lot.

Following the event, breakdown must occur and the room set-up to library preference/specified instruction. A walk-through of the parking lot is required, all trash and cigarette butts must be picked up and disposed of.

If the room, bathrooms, and parking lot are in the condition they were in prior to the event, the \$50 deposit will be refunded within 48 hours. If the room, bathrooms, and parking lot are NOT in the condition they were in prior to the event, the \$50 deposit will be kept by the library.

Contract signer is liable for all damages, fees, and/or losses for the library.

All persons attending a special event rental at the library shall follow the Library's Policies, including the Rules of Conduct Policy. Rental status does not subvert library policies, and individuals or groups may be asked to leave the library if they do not follow policy rules and guidelines. The deposit is forfeited if your party is asked to leave the library.

Contract signer will not hold the library, or its Board members or staff liable for any injuries, damages, or losses that may arise.

** Disclaimer: Our meeting room has two surveillance cameras in the room.