

LIBRARY MEETING ROOM RENTAL AGREEMENT

MILTON-FREEWATER PUBLIC LIBRARY

Application Date: _____

Monahan Board Room

Albee Community Room

Date & Time of Use: _____

Length of use, including setup and takedown: _____ hours

Applicant (Individual responsible for this contract): _____

Organization name: _____

Mailing address: _____

City, State, ZIP: _____

Phone: _____

E-Mail: _____

Purpose of use: _____

I acknowledge receipt of and agree to abide by all rules and conditions set forth in the Library Meeting Room Policy and Procedures

Applicant's signature: _____

Fees submitted:

\$ _____ Rent

\$ _____ Cleaning Deposit (refundable)

\$ _____ Key Deposit (refundable)

\$ _____ Total

WRITE TWO CHECKS!

1 for rental fee only

1 for refundable deposits

Cash

Check

Money Order

Cashier's check

Received by Library Staff (Initials & Date) _____

LIBRARY MEETING ROOM POLICY & PROCEDURE

MILTON-FREEWATER PUBLIC LIBRARY

Fees

Monahan Board Room

\$10.00 first hour or fraction thereof
\$5.00 each additional hour or fraction thereof

Charges double for use outside library operating hours.
8 hours maximum use

\$ 25.00 Cleaning deposit - refundable if room is left in condition equal to or better than that in which it was found. Fee may be waived at discretion of library director.

\$25.00 Key deposit for use outside library operating hours. Refundable upon return of key. Fee may be waived at discretion of library director

Albee Community Room

\$50.00 first hour or fraction thereof
\$25.00 each additional hour or fraction thereof

Charges double for use outside library operating hours
8 hours maximum use

\$ 25.00 Cleaning deposit - refundable if room is left in condition equal to or better than that in which it was found. Fee may be waived at discretion of library director.

\$25.00 Key deposit for use outside library operating hours. Refundable upon return of key. Fee may be waived at discretion of library director.

Rules and Regulations

1. Meeting rooms may be used only for non-profit educational, professional, or informational programs.
2. Applicant must be a resident of the Umatilla County Special Library District.
3. Sound amplification in excess of levels permitted by city noise ordinance is not allowed.
4. Applicant is responsible for arranging, setting up, and taking down tables, chairs, and equipment. Room must be left as it was found.

5. Use of meeting rooms may not interfere with normal library operations.
6. Criminal activity is not allowed.
7. Tobacco products and alcoholic beverages are not allowed.
8. Weapons or items which may be used as weapons are not allowed.
9. Pamphlets and other printed or audiovisual materials may not be displayed or distributed outside the meeting room.
10. Fundraising, sales, or solicitation are not allowed unless sponsored by the library with all proceeds going to the library or the Friends of the Milton-Freewater Public library.
11. Provision of security officers, at applicant's expense, may be required if the library reasonably anticipates a need for crowd control.
12. Advertising or displays outside the meeting room are not allowed.
13. Only one-time or limited series of meeting are allowed except for city departments, boards, committees, or city-related organizations, e.g., Friends of the Library. Exceptions may be granted for other local government-related activities, e.g., school district, county, etc.
14. Activities which might reasonably be expected to cause damage to the library building, grounds, or contents are not allowed.
15. Activities which would violate federal or state laws or local ordinances are not allowed.
16. Admission charges are not allowed except for activities covered by rule 10, above.
17. Publicity for events must include the legal name of the organization sponsoring the event. The library's address may not be used as a contact address for the organization.
18. The library will not provide audiovisual equipment nor will it operate such equipment, except for the projection screen in the Albee Room. Applicant must provide and operate projectors and other equipment.
19. The Library and the Friends of the Library will receive first preference in use of meeting rooms, followed by other city departments, boards, committees, and city council. Local non-profit organizations will receive next preference in use of meeting rooms.
20. Users of meeting rooms are responsible for setting up and removing any furniture, fixtures, equipment, signage, decorations, and other

items brought in by them. Such items may not be stored in the building or on the grounds.

21. Application form must be completed, submitted along with payment, and approved by the Library Director or Library Board chairperson in advance of meeting room use.

22. Permission for use of meeting rooms may be denied or rescinded by the Library Director or Library Board chairperson without prior notice and without incurring liability for damages or inconvenience incurred by applicant whose use is denied or rescinded.

23. Meeting rooms are not normally available for use outside regular library operating hours.

24. Applications are not accepted for use beyond the current calendar year.

25. Meetings rooms are not available for private social functions, e.g., birthdays, anniversaries, showers, quincaneros, etc.

26. Applicant agrees to pay for cleaning or damage repair in excess of the deposit if Library Director determines such cost is attributable to applicant's use of the facility.

Revised September 2012