

**Colville Public Library Meeting Room
USAGE AGREEMENT**

Please initial each section and then sign and date the bottom. Thank you!

Rental Room Policy

The Library Rental Room and Kitchen are available for rent to the public, when it is not required by the Library, the Colville Public Library Improvement Club, or other library affiliated groups. Permission to use the room will not be denied to any group or individual because of race, religion, color, sex, national origin, marital status, age, sexual orientation, or disability.

Renters may make advance reservations not more than two months ahead of the present month, e.g., in February the group may make a reservation for March or April. The Library may block out times one year in advance when the meeting room is reserved for the Library or the Improvement Club. **X**_____

Administrative Authority

Routine management will be the responsibility of the Colville Public Library staff and will include: facility rental scheduling, administration of the rental agreements and key control. Janitorial service, facility supplies, and inspection will be the responsibility of the Library custodian during the work week, but basic cleaning will be the responsibility of the renter following use of the meeting room. **X**_____

Fees

\$30 – up to four hours

\$40 – 4-8 hours

\$75 – over 8 hours

\$25 – kitchen*

*Any use of the kitchen facilities will require room rental fees in addition to the kitchen fee.

\$50 – Key Replacement Fee. If a key is not returned, the renter will be charged \$50 to cover the cost of re-keying the Library Rental Room entry door. X_____

Reservations

Rental fees will be collected in advance. Reservations are not firm until rental fees are collected. There will be no refunds.

Verification of identity and address will be required of all persons requesting facility rental. A valid driver's license will normally suffice for this purpose. If such identification is unavailable, other suitable means will be required at the discretion of the Colville Library staff.

A renter under the age of 18 needs to have the reservation request co-signed by a parent/guardian who is 21 or older and who will chaperone the meeting at all times. **X**_____

Keys

Keys will be issued by the Colville Library staff no earlier than 24 hours previous to the day of rental and are to be returned no later than the following day. In the case of weekend events, keys will be issued on the preceding Friday or Saturday and returned on the Monday following the weekend. However, entry to the Library Rental Room by users is authorized ONLY DURING THE HOURS AND DAYS FOR WHICH THE RENTER HAS A RESERVATION. **X**_____

Keys must be picked up at the Colville Library during regular business hours (Monday – Wednesday, 10:00 am – 8:00 pm, Thursday & Friday, 10:00 am – 6:00 pm and Saturday, 10:00 am – 5:00 pm) No City or Library staff will be available, beyond regular open hours, to issue keys which a renter may have neglected to pick up.

Keys may be returned to either the Colville Library (during regular business hours), or to the Utility Payment Box in front of City Hall (across Oak Street from the Library). **X**_____

Kitchen

The renter will be responsible for leaving the kitchen in a clean condition. **X**_____

Rules for meeting room usage:

No alcoholic beverages of any kind will be allowed on the premises. Smoking is prohibited at all times.

Renters will be responsible for returning the meeting room to the condition in which it was found. Chairs and tables should be put away, garbage picked up, etc. The floor should be free of debris after use and a vacuum cleaner is provided for clean-up.

Animals will be permitted on the premises only by special permission of the Library Manager. Service animals are always permitted.

The Library assumes no responsibility for articles or equipment belonging to renters or participants that are lost, stolen, or damaged during the rental period. No storage space will be provided.

The renter accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The renter will be responsible for any charges incurred by the group

A group composed of minors (under eighteen years of age) must have a parent/guardian over the age of 21 chaperone the meeting at all times. This person must also sign the meeting room application form.

Because the meeting room is in the basement of the Colville Library, it will be important that renters use the space with noise level appropriate activities. Renters who conduct activities that are unusually noisy or disruptive to regular library use will be asked to find another location.

Failure to adhere to any of the above policies is sufficient grounds for refusing further rental to any person or group.

The Colville Library Board reserves the right to deny rental of any library facility or part thereof to any individual and/or group by majority vote of the Board. **X**_____

PRINT NAME

SIGNATURE AND DATE