
Community Room Agreement

The Community Room may be available for meetings or exhibits as long as the space is not being utilized by the Library.

The following rules apply to those reserving and using the Community Room:

1. The Community Room has a capacity of 150 people. The room may be used for a fee of **\$10.00/hour** during library hours; (M-F 9 a.m. – 6 p.m. Sat 9 a.m. – 5 p.m.)
Refunds, full or partial, for cancellations, will be given at the discretion of the Library Director. Set up and clean up time is included in the total hours billed for use of the room. **Total payment is required with signed agreement.**
2. Anyone reserving the meeting room **must be at least 21 years of age.**
3. **Tobacco products and alcohol use are prohibited on library premises.**
4. Tacking, nailing or pinning objects to any surface in the building is prohibited. Decorations may not be hung from ceiling. Use of sand, water, tape, candles or potentially destructive objects in the meeting room will not be permitted.
5. A \$100 security/cleaning deposit is required at the time of reserving the Community Room if food or drink will be served. The deposit is refundable upon completion of the event, provided that the Community Room is left in its original condition. The person, organization, or entity reserving the room is responsible for all damages or cleaning costs arising from the use of the Community Room, and for the theft of any library property.
6. Those reserving the Community Room for food and drink may use the Community Room kitchen for food presentation (but not preparation), provided that the kitchen is left clean and in its original pre-use condition. Kitchen use is subject to the aforementioned cleaning deposit.
7. Organizations or groups desiring to use library equipment in the meeting room must request permission for use when applying for the meeting room. Any group using such equipment shall assume full responsibility for any damage to equipment while it is in their possession.
8. The library reserves the right to refuse future bookings to groups that consistently fail to appear at their scheduled time and meeting dates. **Cancellation of meeting date must be done at least 24 hours in advance during normal library hours.**
9. Library personnel will not accept telephone calls for persons in the meeting room, except in cases of emergency.
10. The library cannot provide personnel to assist in the preparation for, or presentation of any non-library program.
11. All activities in the Community Room must not interfere with library activities, and all audio, visual, multimedia, or other activities whatsoever must comply with this restriction. The Librarian or the Librarian's sole designee is the sole arbiter of acceptable and permissible levels and what constitutes a disruption to the atmosphere, operation and function of the West Plains Public Library. Non-permissible disruptions shall be immediately terminated or subject to immediate termination of this Agreement and forfeiture of all funds paid to reserve the facility.
Individuals and groups are encouraged to consult with the Librarian prior to use of the room if any question exists regarding permissible levels of sound or other disruption that may be created by the use of the Community Room.

Signature of Applicant: _____

Date: _____

Approved by: _____

Date: _____