

Community Room Agreement

We agree to pay \$40 per day rental fee. We will make a separate \$40 clean-up deposit, which will be refunded if all items on the checklist are completed. We are responsible for setting up, taking down and cleaning all tables and chairs used.

We agree:

- to serve only light refreshments, no cooking allowed
- no alcoholic beverages, or smoking *Smoking is not allowed on library property per Section A7 of library policy. Deposit will not be refunded if cigarette butts are found on patio or drive.
- no overnight functions
- nothing is to be affixed to the walls or ceilings with any product of any kind. Deposit will not be refunded if you do so.
- I accept responsibility for making sure that video surveillance cameras are not obstructed, removed or tampered with

Due to unusual plumbing in the basement, the restroom toilets will immediately malfunction if anything other than toilet tissue is placed in them. The library has posted signs in each restroom. We are aware of this and will inform our users.

We will return keys and clean-up lists in the book drop or front desk of the library immediately after vacating the community room. In case of an emergency, we will contact library staff. After hours we may call Elizabeth Plotner, 660-605-2656 (Do not text).

Date of Event _____

Approximate Time if known _____

Rental Check # _____ Amount \$ _____

Deposit Check # _____ Amount \$ _____

(If a deposit check is not picked up 30 days after the event, it will be shredded. In the event of cash, the amount will be deposited into the general fund.)

Equipment Needed _____

- By signing this contract, I acknowledge that the Daviess County Library recommends physical distancing and the wearing of masks (per CDC guidelines) when using this venue. The library cleans and sanitizes the space following each rental but no quarantine time is allotted. I understand and assume all risk and I will not hold the library accountable for any exposure to COVID-19 strains or any other viral infections.
- By signing this contract, I acknowledge that the Daviess County Library informed me of the video surveillance of all library premises, including Community Room (basement) and parking lots.

Signature

Telephone

Printed Name
Refund Date _____ Refund
Amount: _____ Staff Initials: _____

A13.1 Community Room

Reservations are made by contacting the library at 663-3222. The rental charge is \$40 per day. There is also a \$40 clean-up fee, refundable if cleaning is completed as described. Renter must be 21 years old and is responsible for setting up, taking down, and cleaning of tables and chairs.

The room capacity is 125 people and is ADA compliant. No standing reservations may be made. (Example: Cannot reserve the first Monday of every month for an event) No overnight functions.

Equipment & Furniture

Banquet 2-tier serving table, with skirt
5-six-foot folding tables
2-eight-foot folding tables
4-five-foot folding tables
5-four-foot folding tables
12 small round bistro tables
109 folding chairs
1 60 cup coffee maker
2 30-cup coffee makers
1 12-cup coffee maker
2 Punch bowls
25 clear plates and 34 cups
39 dinner plates with 16 matching mugs
Various table covering (plastic and cloth)

Equipment available upon request (Reservations must be made for these items)

Projectors
Screens

Food: Light refreshments only

(Example: Cold cuts, salads, desserts)
No cooking
No hot catered meals
No alcoholic beverages
No smoking

CLEAN-UP CHECKLIST

TO RECEIVE YOUR DEPOSIT BACK, PLEASE COMPLETE THE FOLLOWING.

Thank you for using the Daviess County Library Community Room!

What	Done
Vacuum carpet thoroughly *in order to achieve clean carpet, you may need to vacuum twice from perpendicular directions	
Sweep vinyl flooring * bathrooms and entry area	
Gather trash (not restrooms) and place in bin located inside storeroom closet. Replace liners. *additional liners under sink	
Leave kitchen sink and countertop clean *leave soiled table cloths/dish towels in sink	
Check restrooms *flush toilets, faucets off, lights off, door closed, toilets NOT running	
Lower blinds	
Coffee makers empty and utensils clean and returned to cupboard	
Set thermostat to “off”	
All lights off	
Drop key bag in drop box at front of library-Come again!	