CHILLICOTHE
PUBLIC LIBRARY DISTRICT
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CONTRACT FOR USE OF PUBLIC MEETING ROOM

The primary purpose of the Public Meeting Room is to support library-sponsored functions. When not in use however, the meeting room may be rented by the public for private events. This contract is used in such instances and expressly states how the room may be used, what our expectations are, and identifies the relevant fees associated with rental.

Please note that while room holds can be placed in advance, in order to avoid cancellation all contracts, room layout, and deposits must be received ten (10) business days prior to the date scheduled for the event.

AVAILABILITY:

The Public Meeting Room is available to the public during the following hours:
Mon: 9 am-4 pm
Tue, Wed & Thu: 9 am-7 pm
Fri: 9 am-4 pm
Sat: 9 am-3 pm

TERMS:

Please note that the room is NOT secured by a verbal agreement. The room is only booked when the library has received the deposit and a completed contract.

A **$50.00 CASH security deposit** is required with a signed contract, and is made separate from the rental fee. The deposit holds the room reservation and is assurance that the room will be left in the same way in which it was found. Deductions will be made from the cash deposit to cover any exceptions to this contract, including any and all damages directly resulting from the event. Damages exceeding $50.00 will be charged to the contract signer. If no problems occur, the deposit will be available for pick-up the week following your event. **Any deposit that is unclaimed 30 days after the event will be considered a donation to the library.**

All rentals require pre-payment of **$10.00 per hour;** minimum rental is one hour. Early arrival or late departure will result in additional rental fees which will be deducted from the deposit. Setup and tear down must occur within your contracted block of time.

Illinois statutes strictly prohibits organizations or groups from participating in any activity that is intended to generate income or revenue while on library property.

ROOM CAPACITY:

143 without tables or chairs

72 with tables and chairs

CANCELLATIONS:

User will forfeit the full amount of room deposit if notice is given less than two (2) business days prior to the event.

CONDITIONS:

By agreeing to this contract, the renter assumes the following responsibilities:

1. Accepting full responsibility for the conduct of each attendee at the event
2. Ensuring the event is not disruptive to the staff or patrons at any time
3. Assuming responsibility for the supervision of all children attending the event. Children under the age of 12 must remain with the group at all times.
4. Alerting library personnel of any excessive spills, or damage to library property.
5. Assuring that the room is left in the same condition in which it was found. This includes wiping down tables and chairs, taking trash to library dumpster.

The following are prohibited in the PMR:

1. Beer, wine or spirit-based drinks
2. Tobacco products - smoking or chewing
3. Non-tobacco smoking products
4. Candles
5. Confetti, glitter or decorations that cause excessive clean up

The Chillicothe Public Library reserves the right to cancel or reject any reservation request if the anticipated event is likely to be unreasonably disruptive to regular library functions or because of weather related or building emergencies.

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Please complete all requested information, sign and date. The contract is not valid until approved and signed by a designated library employee and all applicable fees have been paid at least ten (10) days prior to the event.

1. Name of Organization or Individual_____
2. Date of Event:_____
3. Time of Event: *from* _____ am/pm *to* _____am/pm
4. Intended purpose:

   _____

   _____

5. Number of attendees anticipated: _____
6. Host Name: _____
   (Please print)

   Address: _____

   Day phone #: _____ Evening phone #: _____

Additional services and equipment:

Please place a check mark next to equipment you require:

_____TV/DVD Player
_____Screen
_____Podium
_____Microphone
_____Dry Erase Markers/Eraser
_____Large Coffeemaker
_____Coat Rack
_____LCD Projector
_____Use of kitchen*

* Non-consumable items may be used with prior approval

Deposit Amount Paid:_____ Date: _____ Staff initials: _____

Deposit is cash only

Rental Amount Paid: _____ Date: _____Staff initials:_____

Rental: cash or check#_____

Room layout submitted: _____ Date:_____ Staff initials:_____

In submitting and signing this contract in rental of the Public Meeting Room in the Chillicothe Public Library, I, _____ am assuring the library staff that the above information is correct and that I have the authority to make this contract as a representative of the organization and/or as the responsible party and that I understand the requirements of this contract as outlined in the Terms & Conditions. I understand that Chillicothe Public Library assumes no responsibility for personal/private belongings or for personal injury to any person(s) or damage to the property of others.

_____

Renter Date

_____

Library staff Date

After event: _____

Library staff **has / has not** found any contract violations. (Please circle)
Any additional charges will be noted on a separate sheet.

Signature of person receiving deposit refund:_____

Date:_____ Amount:_____ Library staff initials:_____

Notes:_____

_____

_____

_____

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