

Kingsville Public Library

Library Space Use Agreement

The Reservation Form is to be completely filled out and signed by one person assuming responsibility for the group (the "Responsible Party"). The Responsible Party will obtain the key from library staff no earlier than 9am during library open hours (Monday-Thursday 9am-7pm, Friday 9am-6pm & Saturday 9am-4pm), and take responsibility for the use of the library space, its furnishings and contents, for securing the building, and returning the blue envelope (containing the key and Check-Out Procedure Form) in the book drop at the conclusion of the rental. For Sunday usage, the key must be picked up on Saturday during library open hours. No early entry into the building for set-up is permitted on any day.

Library Space Policy (as prescribed by Library Board)

1. Reservations will be accepted one year in advance from the date of the event on a first come, first served basis. A date may be penciled in for two weeks as a courtesy, but is not guaranteed until payment is received. All fees and deposits must be paid at the time of reservation. (See section 14 for security deposit and usage fee schedule.) **Checks are cashed at the time of the reservation.**
2. A minimum cancellation notice of 72 hours is required to receive a full refund of the usage fee and security deposit, with less than 72 hours' notice of cancellation the security deposit will be retained.
3. Children under 18 years of age must be accompanied by an adult and supervised at all times. Hallways, restrooms, kitchen, storage areas and fire escapes may not be used as play areas by children.
4. All tape must be removed from walls, woodwork and tables. No staples, nails or permanent adhesives may be used in the building. Tables and chairs must be wiped down, floors swept and the building left in the same condition as received.
5. Kitchen usage is included. The library building, furnishing, equipment or other stored supplies shall not be damaged in any way or removed from the premises. All furniture shall be returned to its original stored location on conclusion of the rental. The building is inspected by library staff after each rental for cleanliness and/or damages that may result in the loss of the security deposit. Loss of a security deposit shall not absolve the Responsible Party for any damages or custodial costs exceeding the amount of the deposit.
6. Library Equipment and library supplies in storage areas shall not be used or damaged in any way. Kingsville Public Library staff members reserve the right to visit the Welcome Center at any time, including during the rental period.
7. Items on the Check-Out Procedure form must be completed and the form signed before returning the key.
8. All trash generated by the group shall be placed in the library dumpster located in the east parking lot. Trash left in the building by groups shall result in a loss of the refundable security deposit.
9. Smoking is not permitted in the building at any time or on porches, walkways, or any grounds owned by the library. A receptacle for cigarette butts is located in front of the building.
10. The use of any form of alcohol or drugs, any form of gambling or any illegal activity is strictly prohibited on library property.

11. The outside doors to the Simak Welcome Center must remain closed except during unloading and loading materials.
12. There shall be a low noise level and consideration for library patrons, employees, and library neighbors at all times.
13. The security deposit shall be refunded by mail within 14 days to the Responsible Party at the mailing address on the Reservation form after an inspection of the building and grounds are completed. If in the opinion of library management, conditions warrant repair of damaged items or additional custodial hours, loss/labor charges will be deducted from the security deposit refund check. Loss of the security deposit shall not absolve the responsible party for any damages or costs exceeding the amount of the security deposit.
14. Usage Fees shall be as follows:

Library Patrons:

(Library card holders in good standing for 6 months)

		<u>Saturday & Sunday Time Slots</u>
Use of the Simak Welcome Center:	\$100	9am-1pm (Early Rental) or 3pm-7pm (Late Rental)
	\$150	All Day Rental 9am-9pm
Refundable Security deposit:	\$100	

Non Patrons:

		<u>Saturday & Sunday Time Slots</u>
Use of the Simak Welcome Center:	\$150	9am-1pm (Early Rental) or 3pm-7pm (Late Rental)
	\$200	All Day Rental 9am-9pm
Refundable Security deposit:	\$150	

Fees may be reduced or waived at the discretion of the Library Board of Trustees or the Director. An example of a waiver might include the use of a meeting room by a charitable or non-profit organization. In such cases, the organization is encouraged to make a financial donation to assist in operational expenses.

15. All groups using meeting rooms shall abide by all local, state and federal laws. No group shall have a meeting which exceeds the capacity of the building as specified by local fire code. No group shall move furniture or otherwise make arrangements which result in blocking of fire exits, or which would endanger any person utilizing the building. Exterior fire escape stairs shall not be used for loitering or playing on. Groups utilizing the library facilities shall not park vehicles on grass areas, disturb neighboring property, block driveways, or otherwise restrict the normal flow of traffic.

I have read and fully understand the Library Space Use Agreement. I am aware that I am responsible for ensuring that all group attendees abide by the policies set forth in this Agreement by the Kingsville Public Library. Any violation of terms in the Library Space Use Agreement shall result in a loss of the refundable security deposit.

Signature

Date

Month/Day/Year

Day of Week

Simak Welcome Center Reservation Form

Responsible Party _____

Name of Organization (if applicable) _____

Is your organization a recognized non-profit organization? Yes or No (circle one)

Times: From _____am/pm to _____pm

Purpose of meeting _____

Library Patron or Non-Patron (circle one) Usage Fee \$ _____ plus \$ _____ (refundable) Security Deposit

Total Amount Collected: _____

*I have read the Simak Welcome Center Use Agreement and shall inform the individual group members of these rules. I am aware that I am responsible for ensuring that all group attendees abide by the policies that I have reviewed. I will inspect the facility after the event is concluded to ensure that the facility is clean, locked and that all items on the Check-Out Procedure form are completed and key are returned according to the directives provided, **including placing trash in the library dumpster**. I understand that all checks are cashed at the time of the reservation.*

Printed Name of Responsible Party _____

Signature _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

FOR STAFF USE ONLY

Usage Fee \$ _____ plus \$ _____ (refundable) Security Deposit = Total Amount Collected: _____

Date Collected _____ Check # _____ Amount _____

Staff Initials _____ Cash Amount _____

Date Building Orientation completed _____ Staff Initials _____

Deposit Refund Date _____ Refund Amount _____ Staff Initials _____

Kingsville Public Library
Simak Welcome Center Check-Out Procedure Form

This check-out list shall be turned in with the key in the blue envelope placed in the book drop at the conclusion of your event. Be sure to check and mark each item to ensure that all items have been completed prior to returning the key. The Check-Out Procedure form must be filled out completely and the key returned before the security deposit will be refunded.

*If in the opinion of library management, conditions warrant repair of damaged items or additional custodial hours due to violations in the Library Space Use Agreement, repair and or labor charges will be deducted from the security deposit refund check. Loss of the security deposit shall not absolve the responsible party for any damages or costs exceeding the amount of the security deposit.

***Cleaning supplies are located under the kitchen sink, brooms in the table store room closet.**

- _____ all trash (inside/outside of building) is bagged and placed in library dumpster in east parking lot behind the shed.
- _____ tables and chairs wiped down (cleaning supplies are under the kitchen sink)
- _____ all tape must be removed from walls, woodwork and tables
- _____ all rooms are clean and floors swept of debris
- _____ all furniture is placed in the same location as prior to the event
- _____ all thermostats set to 55 degrees/or air conditioner turned off using the remote control
- _____ restrooms are clean, **women's restroom heater turned off**
- _____ toilets have been flushed clean, no water is running
- _____ all lights are shut off

Kitchen:

- _____ Removal of all unused foods from refrigerator and freezer
- _____ stove and oven are off
- _____ all water faucets are off, sink is clean of food debris
- _____ kitchen countertops and appliances are wiped clean of any food debris and floors swept

****REQUIRED****

Signature

Date

Time of Departure

Phone Number

OF ADULTS

/ _____
OF CHILDREN ATTENDING EVENT

Name of Organization (if applicable)

Comments (any problems/damage to be reported): _____