

LIMA PUBLIC LIBRARY SCUTT COMMUNITY ROOM

RULES FOR USE POLICY

APPLICATION

The application form for the use of the meeting room must be filled out no less than 7 days prior to the scheduled date of use. One individual **with an OWWL Library System card** will be responsible and accountable as the Renter and will sign this page and the application form. Cancellations or changes must be confirmed prior to scheduled meeting dates. If the Renter is renting the meeting room on behalf of an organization, both the organization and the individual shall be liable and accountable for the observance of the rules and regulations. The Renter must be over 21 years of age to sign this page and the application form and be held responsible for all **cash deposits**. Applications are subject to approval by Library Director.

RULES AND REGULATIONS

The use of the meeting room in the Lima Public Library is primarily for programs conducted or sponsored by the Library and, secondarily, for programs conducted or sponsored by Community groups and not-for-profit organizations whose aims are educational, cultural, and/or for civic betterment. Community group or not-for-profit organization must fill out and have an approved Meeting Room Application Form before any advertising for event may occur. Meeting Room Application Forms are available at the circulation desk. All meetings are free and open to the public.

Scheduled meetings can be reserved from 7:00 a.m. and must end by 10:00 p.m.

No charge will be made to non-profit groups from the Village or Town of Lima. All groups that sell or buy goods, products, and services, will be charged a room fee of \$25.00 in cash. Groups from outside the Village or Town of Lima will be charged a room fee of \$25.00 in cash. No checks or credit/debit cards are accepted.

A cash, refundable, key and cleanup fee of \$75.00 will be charged to all groups, on the condition that **the key is returned in person no later than the the next business day after the scheduled date**, and the room is left in the condition it was found. **Failure to do so will result in the forfeiture of the deposit.** The cash deposit and room fee must be received in person, during library hours when the reservation is made and the application form and this policy form are signed and submitted. **Failure to deliver the cash deposit to the library, terminates the reservation.**

The Renter is responsible to pay in cash for any repairs in connection with damage or destruction on or about the property, and replacement of any furniture or equipment within the room that is missing or damaged after the rental date. Damaged or missing equipment will result in the forfeiture of the refundable deposit of \$75.00 and the Board of Trustees will determine an additional amount of cash due for such damages, upon inspection of the room after the meeting has taken place. When the Renter of the meeting room has complied with all regulations and terms of this agreement, the deposit shall be refunded to the Renter.

SMOKING, USE OR PRESENCE OF ANY ALCOHOLIC BEVERAGES, TAPING, TACKING, OR GLUING OF MATERIALS ONTO ANY WALL SURFACES ARE ALL STRICTLY FORBIDDEN WITHIN THE MEETING ROOM AND ON OR AROUND THE BUILDING PREMISES

Before exiting the premises and leaving the building after the scheduled event/program, the Renter will be responsible to turn off all meeting room, hall, and bathroom lights, check all sinks for running water, and verify that the doors to exit the building are locked. The Renter **MUST** be the last party to leave the premises upon conclusion of the meeting and use precautions to be sure that no uninvited or unauthorized parties enter the premises during the Renter's meeting.

By Order of the Fire Marshall, use and **capacity of the rental area is limited to no more than 49 people**. The Renter agrees not to permit occupancy beyond the stated capacity.

The Renter agrees that the use of the meeting room will not be conducted so as to constitute a public nuisance or to violate the Village of Lima Noise Ordinance, and no hazardous or dangerous activity shall be allowed.

GENERAL INFORMATION

Lima Public Library programs, activities, and events always get precedence for scheduling use of the meeting room. The Library reserves the right to pre-empt the use of the meeting room for Library purposes upon 15

days' notice to the Renter requesting and scheduling the meeting room. Serial bookings may need to be limited and reservations cannot be accepted for more than two dates at one time. **Children under 18 years old must be supervised at all times on the premises.** Meeting space may not be used for religious services, cooking (other than using the microwave oven provided), gambling or games of chance. Infringement of any of the rules and regulations shall be grounds for denial of future scheduled use.

SIGNATURE

PRINTED NAME

PHONE

DATE

LIMA PUBLIC LIBRARY

SCUTT COMMUNITY ROOM APPLICATION

One Application Form will be filled out per meeting

To Be Filled Out By Renter (PLEASE PRINT)

Person in Charge (Renter):

Name of Organization:

Address of Renter or Organization:

Phone Number of Renter or Organization (Daytime):

Cell or Emergency Numbers:

Purpose of Meeting:

Number of Participants:

Date Requested:

Day of Week:

Time (From – To):

Does meeting require any special accommodations, please circle:

YES

NO

If yes, please explain.

To Be Filled Out By Library Staff

Staff Name:

Booked in person: (Renter's Name):

By Telephone (Phone Number):

Date:

Time:

By signing this application, I have read and understood the Rules and Regulations for rental of the Lima Public Library Scutt Community Meeting Room, including that this application is subject to approval by Library Director. The Renter agrees and accepts that individual will be personally responsible for the observance of all rules and regulations stated in this policy. The signing party as the "RENTER" agrees personally and on behalf of any organizations represented, to comply with these regulations and to assure compliance with these regulations by all guests and visitors present at the Library Meeting Room for the Renter's event/program. The Renter acknowledges that the Town of Lima and the Lima Public Library are not responsible for the loss of any personal property of the Renter, or guests and visitors of said party. Please note services for snow shoveling and de-icing of parking areas and sidewalks are not available on weekends. Failure to properly identify the sponsoring organization/group in any publicity releases can result in cancellation of the reservation.

To Be Filled Out By Renter

DATE:

Signature of Renter:

Print Name of Renter:

Print Name of Organization:

CASH DEPOSIT (\$75.00)

YES

NO

DATE OF DEPOSIT:

CASH RENTAL FEE IF FOR PROFIT EVENT (\$25.00)

DATE OF FEE RECEIPT: