

**LIZARD BUTTE LIBRARY COMMUNITY ROOM RENTAL FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

RELATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

COMPANY OR ORGANIZATION REPRESENTING:  
\_\_\_\_\_

IS THIS A PUBLIC EVENT? YES \_\_\_\_ NO \_\_\_\_ CAN WE LIST IT ON OUR WEBSITE AND FACEBOOK? YES \_\_\_\_ NO \_\_\_\_

DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

RENTAL FEE PAID: DATE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_

0-4 HOURS \$35.00 \_\_\_\_\_ 5+ HOURS \$25.00 \_\_\_\_\_ ONLY AVAILABLE UNTIL 9PM

IDENTIFICATION #1: \_\_\_\_\_

IDENTIFICATION #2: \_\_\_\_\_

RENTOR SIGNATURE: \_\_\_\_\_

LIBRARY STAFF SIGNATURE: \_\_\_\_\_

## Community Room Rental Agreement

Please read this carefully before signing

PLEASE NOTE: Your signature below indicates that you received a copy of the attached meeting room agreement, have read them and accept and agree to be bound by them.

Permission to use the Lizard Butte Library Community Room does not imply endorsement of the organization or approval of the program contents by the Library or the Library Board of Trustees.

### Meeting Room Rules and Regulations

\_\_\_\_\_ All applicable fire and building codes must be followed. Room capacity shall not exceed over 48 people for the Community Room.

\_\_\_\_\_ All events will be given a 10 minute grace after their ending time. If they go over this time they will be charged \$25.00. The person reserving the room must be at least 18 years old, have a library card and be in attendance at the event to be responsible for the participants attending.

The use of open flames or candles in the meeting room is prohibited.

Application for the use of the Community Room, signed by an authorized representative and all appropriate fees shall be submitted to the Library 1 week prior to the date for which use of the Community Room is requested. The Community Room will not be officially scheduled until these are received.

No object, poster or writing, etc. will be placed on walls.

### Room set-up and Equipment

Room set-up selection is the responsibility of the applicant. There is audio/visual equipment provided in the Community Room. Please let staff know if you will be using the equipment so that they can help you properly run equipment. Each organization must clean up the meeting room and return it to the condition in which it was found. A charge will be assessed for any special cleaning or repairs made necessary by a group. The charge will not exceed the amount to clean or make the repairs.

The library will not care for or store any organization's materials and will not take responsibility for materials left by an organization.

### Food and Beverages

\_\_\_\_\_ Alcoholic beverages and smoking are prohibited in the Community Room. If alcohol or smoking is allowed the applicant will be banned from renting the community room in the future.

It is the applicant's responsibility to handle set up and cleanup of the room. Charges will be assessed if room is left in an unsanitary condition. All trash and garbage must be disposed of, please empty garbage cans if food was served.

### Time

\_\_\_\_\_ The community room is only available until 9pm. The cost is \$35.00 for 0-4 hours and an additional \$25.00 for 5+ hours. If the applicant is more than 15 minutes late they forfeit their rental amount and time in the community room.

It is hereby understood and agreed that the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use: and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Library and Trustees of the Lizard Butte Library and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organization's use of the meeting room. Applicant agrees to pay for any and all damages to the facility, building, equipment or furniture owned or controlled by the Library, which results from any scheduled activities or is caused by any participant in any scheduled activities.

Also it is understood and agreed between the applicant and the Lizard Butte Library that the applicant has read the regulations governing the rental of the room and that the conditions contained therein will be observed. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the library is not open when you come, please contact one of the people below:

Janna

208-965-6214

Jamie

208-519-9082

## Check Out & Cleaning Guidelines

You are responsible for your own set up and clean up. If additional cleaning of the Community Room is required directly after your usage, an additional cleaning fee may be accessed.

**Please read carefully and follow this list as it applies to your event:**

- ❖ **Schedule:** Clean up and check out within your scheduled time so others can use the facility.
- ❖ **Furniture:** Please return the furniture to the same way that you found the room.
- ❖ **Food:** If food is served, please vacuum the carpet, sweep and wipe down tabletops to remove all crumbs and spills. A vacuum is located by the back door.
- ❖ **Energy:** Turn off all lights. Make sure all appliances are OFF. Please turn the thermometer to 68 degrees.
- ❖ **Kitchen:** If you use the kitchen to warm or plate food and or beverages: wipe down counters and sink; wash, dry and put away dishes you use; clean appliances as necessary; and sweep the floor. Towels and cleaning supplies are located under the sink.
- ❖ **Garbage:** Dispose of all trash bags in the large garbage can in front of the building. Do not leave garbage cans full of waste.
- ❖ **Security:** Close and lock all doors. This is critical to keeping our building secure.

Please sign below and make a copy to keep with you for reference during your event. I acknowledge and agree to the conditions of these guidelines.

---

Signature

---

Date