

## Ogden Rose Public Library Community Room Reservation & Use Agreement

### Renter / Organization Information

Name of Organization: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Name and Type of Event: \_\_\_\_\_

Number of Guests Attending (max 50): \_\_\_\_\_

Will Food Be Served? Y / N

Will Library Equipment Be Used? Y / N

### Fees

Rental Fee: \$40.00

Deposit: \$50.00 (refundable if all policies are followed and no damage occurs)

Payment Method: Cash Check (two separate checks required for rental and deposit)

### Terms and Conditions

- Use of the Community Room is a privilege, not a right. All users must comply with this policy.
- Maximum occupancy is 50 persons.
- Alcoholic beverages, smoking, vaping, drug use, open flames, and lit candles are strictly prohibited.
- No nails, screws, staples, or penetrating items may be used on any surface. Only painter's tape or residue-free tape may be used on walls.
- Meeting must comply with the Americans with Disabilities Act.
- No group may interfere with library operations or patron use.
- All decorations must be removed and the room restored to original condition after use.
- Guests are restricted to the Community Room unless other spaces are open to the public.

- An adult sponsor must be present for all groups with members under 18 years of age.
- The Library assumes no responsibility for accidents, injuries, or loss of personal property.
- The Responsible Party is accountable for all damages, loss, and violations that occur during use.
- The Library reserves the right to deny, limit, or revoke use of the Community Room at any time.

**Cleanup and Closing Requirements**

- Tables and chairs must be wiped down.
- Floors must be swept.
- Kitchenette must be cleaned and refrigerator emptied.
- All trash must be bagged and placed in the trash can outside.
- Restrooms must be checked, toilets flushed, and lights turned off.
- All lights in the Community Room must be turned off.
- All doors must be locked.
- Keys must be returned to the Library’s front drop box immediately after use or to staff the next business day.

**Key Agreement**

Key Pick-up Date: \_\_\_\_\_

Key Number(s): \_\_\_\_\_

I understand that if my keys are lost or stolen, I must report it to the Library Director and/or Library Staff immediately. A \$5.00 replacement fee per key will be charged. If re-keying is required due to loss of keys, I accept full financial responsibility for all associated costs.

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

Library Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgment of Policies**

I have received, read, and understand the Ogden Rose Public Library Community Room Policy.

I am at least 18 years of age and assume full responsibility for the use of the Community Room.

I agree to ensure that all participants comply with Library policies.

I accept full financial responsibility for any damage, loss, or rule violations that occur during use.

I understand that failure to comply with policies will result in forfeiture of my deposit, denial of future room use, and potential liability for damages.

I agree to leave the room in clean, orderly condition and complete all cleanup and closing requirements.

I understand that the Library assumes no responsibility for accidents, injuries, or loss of personal property.

I agree to return the Community Room key as directed.

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

Library Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_