

# The Andersen Center Point Meeting Room Rental Agreement & Policy Lower Level Library Meeting Room



## CONTACT INFORMATION:

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Designated Alternate Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Persons that may pick up the key card or deposit check. They must have Identification.

Reservation Date (s): \_\_\_\_\_ DAY \_\_\_\_\_

Estimate of people attending \_\_\_\_\_ (Max Occupancy 120)

Are you over 21 years of age? YES NO Do you plan to have alcohol served? YES NO

Do you need television Remotes? YES NO

## Rental Fees

Weekday Rates (Sunday-Thursday) \_\_\_\_\_ \$25.00 Weekend Rates (Friday- Saturday) \_\_\_\_\_ \$50.00

Damage Deposit \_\_\_\_\_ \$100 for all rentals. CHECK # \_\_\_\_\_

Reservation/Payment Policy - The Andersen Center Point Library requires a responsible adult, age 21 or over, to sign the contract agreement and to be in charge of events. They must be present at all times during rental period.

The Andersen Center Point Library requires a payment of the damage deposit (\$100 for all rentals) to make a reservation.

**RENTAL HOURS ARE FROM 8:00 AM TO MIDNIGHT.** All parties cannot enter the building before 8:00 am must be out of the facility by midnight of the scheduled event. The rental **can be** for the entire day, regardless if it is used but for security purpose, you must state the time you will be in the building so we can deactivate the alarm and this will be your rental time slot. Accommodations for getting access to the building must be made the week of the event in person. If a party wishes to have access to the facility prior to or after the event, they will need to rent the facility for each day. **Please state the time you will be entering & leaving the building.**

**TIME IN** \_\_\_\_\_ **TIME OUT** \_\_\_\_\_ **Renter's initials:** \_\_\_\_\_

**Cancellation Policy - In the case that your event needs to be cancelled, the rental fee will not be returned if the reservation is cancelled less than Thirty (30) days before the reserved date.**

**Renter's initials:** \_\_\_\_\_

Alcohol/Tobacco Policy - Beer and wine are the only alcoholic beverages allowed in the Meeting room. Smoking is not permitted in the Meeting room or on the property.

**Renter's initials:** \_\_\_\_\_

Cleaning Policy – All renters will clean the library meeting room including the bathroom and hallway and all facilities therein after renter’s use. It is also the responsibility of the renter to restore the rental area to the condition existing prior to the renter’s occupancy, which includes restoring furniture to its location and its condition existing prior to renter’s use. A clean-up list will be provided to renters prior to the rental. If the Meeting room is not cleaned to the standards required, the deposit will be retained. Cleaning standards are to the sole judgement of the Andersen Center Point Library Staff. **IF** the renter would like to opt out of cleaning the meeting room and have the Library be responsible for cleaning, the renter will forfeit their deposit. This *must* be agreed upon 30 days prior to the rental.

***Renter’s initials:*** \_\_\_\_\_

Damages – If, in the sole judgement of the Andersen Center Point Library, there is damage to the Meeting room Center, the Andersen Center Point Library may withhold any or all of the deposit paid by the renter. This remedy shall be in addition to all other remedies including but not limited to legal action to recover damages. Renter shall be responsible for any and all attorney’s fees and expenses incurred by the Library in recovering any amounts due either under this agreement or at law.

***Renter’s initials:*** \_\_\_\_\_

Termination - The Andersen Center Point Library reserves the right to refuse service to anyone.

***Renter’s initials:*** \_\_\_\_\_

### **Rules and Regulations**

The Library meeting room will be rented on a first come, first serve basis. The damage deposit is required to reserve a date for the Meeting room. The Sheriff’s Department will enforce the City of Center Point Noise Ordinance.

All trash shall be taken out at the end of your event. There is a dumpster provided for renters on the Southeast side of the building, by the parking lot. It is secured by lock and must be locked before leaving. All items brought in for events must be removed prior to leaving the building. No decorations may be placed or mounted on the walls except where hooks are present. Tables and chairs are provided for the renter. Tables and chairs may not be removed from the facility. It is the responsibility of the renter to restore the rental area to the condition existing prior to the renter’s occupancy.

The building cannot be left unattended while unlocked. No animals, except service dogs, will be allowed in the Meeting room without prior approval. Absolutely no rice, silly string, birdseed, candles (unless they are flameless) or water beads are permitted in the Meeting room. Bubbles are permitted. No fog machines, smoke machines, theatrical smoke, fireworks, sparklers or similar items or devices are allowed for use on the premises. If the fire alarm goes off, the building must be evacuated and 911 must be called for immediate Fire Department response. No one shall be permitted to reenter the building until the Fire Department gives authorization. In the case of a large event, the Library will notify the Linn County Sheriff’s office. Any Sheriff’s Department Deputies may enter the Meeting room at any time to ensure the safety and welfare of the people within.

The Andersen Center Point Library is not responsible for lost, damaged or stolen personal property during or after your event. Nor shall the Library be held responsible for personal injury caused by equipment or property belonging to the renter. Any violation of the above described rules and regulations will result in the Library keeping your entire damage deposit. Any damage to the facility or any items not completed which are the renter’s responsibility, above and beyond the damage deposit will be billed to the renter at the actual cost. If the deposit is withheld because of the renter’s maliciousness or negligence the renter will be barred from renting the Meeting room again. Inventory will be taken after each event. If items are missing, the Library will withhold a portion of your damage deposit.

**EMERGENCY ACTIONS:**

**IN CASE OF FIRE...**

Direct your party to leave the Library Meeting room immediately using any of the marked exits. It is important to designate someone to check the restrooms for individuals before exiting and complete a head count to ensure you are not missing anyone. If you are unable to account for someone please inform the Fire Department Staff for assistance.

**IN CASE OF TORNADO...**

During inclement weather, you should monitor for storm and tornado warnings. In the event of a tornado warning, direct your party to take cover in the restrooms and storage closet. Use of elevator is not permitted during inclement weather.

**MEDICAL EMERGENCY, DANGEROUS SITUATION, SUSPICIOUS PERSON**

In the event of a medical emergency, dangerous situation or suspicious person call 911.

**REMINDER: THE LIBRARY MEETING ROOM DOES HAVE A HIGH QUALITY SURVEILLANCE SYSTEM AND WILL HAVE PROOF TO HOLD PARTIES ACCOUNTABLE FOR THEIR ACTIONS.**

*I, the undersigned, hereby state that I have read the above and foregoing contract that I understand all the terms therein and agree to be bound thereby. I further agree that my use and occupancy of the Library Family Meeting room and the use and occupancy of the Library meeting room by my guests will comply with all of the terms of this Contract.*

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**Signature of Renter**

**Date**

**For Office Use Only:**

Date Received \_\_\_\_\_ Deposit Check # \_\_\_\_\_ Fee Check # \_\_\_\_\_

Hired cleaning \_\_\_\_\_ Renter Cleans \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date Deposit Returned \_\_\_\_\_ Amount Returned \_\_\_\_\_ Staff Initials \_\_\_\_\_

**COPY TO BE GIVEN TO PATRON WITH KEY AND TO BE RETURNED WITH KEY**

KEY CARD # \_\_\_\_\_

Key card picked up by

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature



Deposit Check # \_\_\_\_\_ From \_\_\_\_\_

The library will only supply one trash bag for each trashcan and toilet paper for the restrooms. Any other items you may need such as paper towels soap and extra trash bags are your responsibility. Any items left behind are not the responsibility of the library.

The following is a mandatory clean up list for all users of library basement facilities. Because these items are often not completed, initial what you complete. If they are not checked off, we will assume that you have not completed all the requirements. If these items are not completed, we will document the items not done and notify you that we will retain your deposit. You are to cover the tables if using materials that will stain them.

- \_\_\_\_\_ Tables and countertops wiped down in kitchen and bathrooms.
- \_\_\_\_\_ Chairs wiped down
- \_\_\_\_\_ Toilets flushed
- \_\_\_\_\_ Floors swept/vacuumed
- \_\_\_\_\_ Floors mopped
- \_\_\_\_\_ Trash carried out, dumpster locked.
- \_\_\_\_\_ Doors checked and locked.
- \_\_\_\_\_ Public restrooms in the hallway are to be checked for cleanliness, swept and mopped if needed.

The key card, dumpster key and this checklist are to be put in the blue drop box in front of the library.

The most common reason for loss of deposit is not sweeping AND moping.

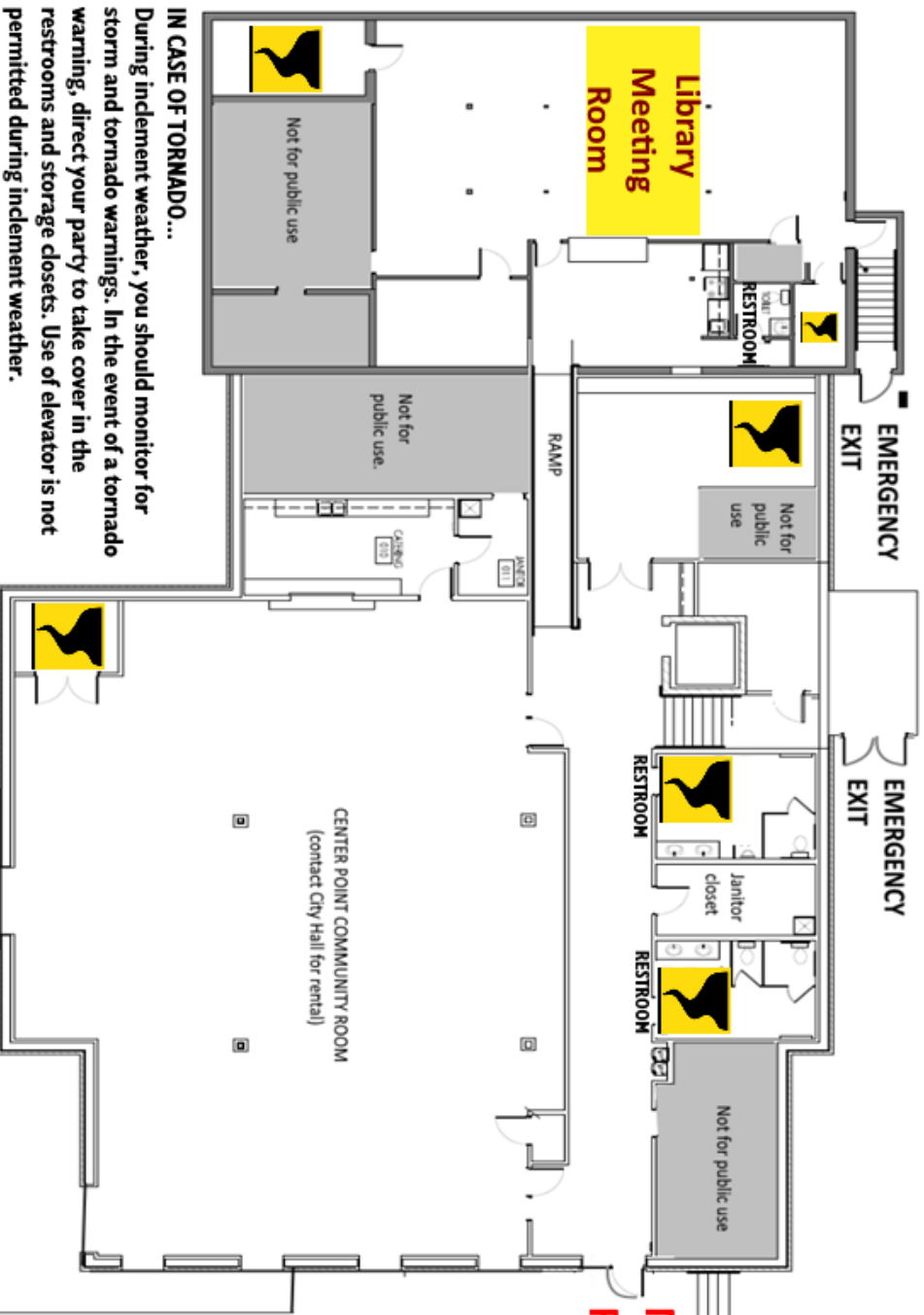
I understand that if **any** items on the checklist needs to be done, trash taken out or repairs on damage to the facility I will forfeit my entire deposit.

 Signature \_\_\_\_\_

Please let us know if you have any comments on your usage.


**ALL DOORS ARE TO BE SECURED BEFORE LEAVING**  
**State Street Parking**

**Main Street Parking West**



**IN CASE OF TORNADO...**  
During inclement weather, you should monitor for storm and tornado warnings. In the event of a tornado warning, direct your party to take cover in the restrooms and storage closets. Use of elevator is not permitted during inclement weather.



ADA COMPLIANT PARKING AND ENTRANCE FROM THIS SIDE OF THE BUILDING



**Alley Parking South**