

# Athens-Limestone County Public Library

## Room Rental Agreement

---

Library activities will always take precedence for use in any area of the Athens-Limestone County Public Library (ALCPL). Meeting rooms are only available during open Library hours; 9:00-6:00 Monday-Friday and 9:00-2:00 on Saturday. The following procedures are to be followed for all rentals:

1. Reservations may be made up to six (6) months in advance.
2. No rental reservations may be made on holidays or times / days when the Library is closed for administrative or maintenance purposes.
3. There is a minimum \$100 damage deposit for all events held in the Community Room & Pre-Function area. The damage deposit will be returned if the meeting room is left clean and in good repair. See the Room Rate Schedule.
4. Full rental fee and \$100 damage deposit must be paid in full before your reservation will be confirmed.
5. In case of cancellation by the renter, the rental fee will only be refunded if the cancellation is made at least 72 hours in advance of the scheduled use.
6. Renters will complete a pre- and post-event walk through of the rented area with a Library staff member. **At the post-event walk through, if Library staff deems the room left in disrepair or in need of professional cleaning, additional damage fees will be assessed to the Renter.**
7. The reservation period must include all set-up and clean-up time for the event, and upon the event's conclusion, the room will be returned to its original set-up condition by the renter. For multi-day rentals, discuss set-up with Library prior to the event.
8. Renters should not presume access to other areas of the Library and shall not infringe upon other renters or Library programs. Rental of the Community Room does not include use of the Pre-Function Area except for entrance and exit of the Community Room. Other renters or Library programs may utilize the Pre-Function area.
9. Rentals may last up to five (5) days as part of one continuous event.
10. The entire Library campus is a tobacco free property inside and outside. Thus there is a standing "no smoking policy" anywhere on library property. This includes "vaping" (the use of e-cigarettes) and also any smoking, chewing, or "dipping" of tobacco products on the library property. Renters shall not violate this policy under the assumption that renting the facility bestows a right to self-regulation or license. The renter may incur damage fees if staff must remove cigarette butts and other tobacco related items. Future rentals by the individual, group/organization, or business may be impacted.

12. All Library rules must be observed by renters, or the Library reserves the right to cancel the renter's agreement immediately and without notice. A renter is expected to maintain harmony and discipline among its members and / or users (i.e., attendees to its function) within the facility. If Library staff is required to become involved in a disturbance, including calling the police, the renting individual or group may have rental privileges revoked by the Board of Trustees.
13. All programs in The Library Garden involving animals must comply with City of Athens ordinances regarding leash laws. Owners/custodians are legally responsible for their animals and any injuries caused by their animals. Animal owners/custodians must immediately clean up after their animals
14. The Library is in compliance with the City of Athens ordinance regarding the consumption of alcoholic beverages.
15. NO food drink is allowed in the Technology Center. Food/Snack/Drink consumption is allowed only in the Noah Warming Kitchen, Beasley Pre-function Area, Steelcase Boardroom, and the Community Room. Covered beverages are allowed in the Ed Mitchell Main Reading Room. See the section at the end of this fee schedule for additional information.
16. All individuals and groups are held to the same standards and requirements. Fees are not waived for non-profit groups.
17. An event planned for The Library Garden at ALCPL may be cancelled in the event of inclement weather; ALCPL may allow use of the Community Room or Pre-Function Area as a backup if available. ALCPL strongly suggests a renter book The Library Garden and a meeting space simultaneously if guaranteed back-up is desired by the renter.
18. Concerns about the Meeting Room Policy must be presented in writing with specifics to the Library Board of Trustees. Please provide your name and contact information. The Library Board of Trustees may amend or supplement this policy.
19. ALCPL is not financially liable for damaged or missing items renters bring to the Library

## Additional Information

---

### Refreshments and Food Service:

- Plates, serving dishes, table cloths, napkins, table service, and cups are not included with any rental. Tables and chairs may not be taken outdoors.
- The Noah Warming Kitchen is not to be used for extensive food preparation (i.e., cooking).
- The renter is responsible for wiping off tables, picking up trash and placing all trash bags in the dumpster on the south side of the Library immediately after the program. Towels, trash bags, soap, cutting boards, etc. must be provided by the renter.

### Alcohol Distribution and Consumption:

- Athens-Limestone County Public Library does not issue permits for the distribution or consumption of alcohol in the Library or on its Premises.
- Alcoholic beverages may be distributed and consumed in the Library upon the terms and conditions in this Agreement or otherwise established by the Board of Trustees. Failure to strictly comply with these terms and conditions shall be cause for immediate termination of the rental period and rental event and shall be cause for forfeiture of all fees and deposit paid.
- At the time a Rental Application is submitted, the Renter must inform the Library if alcohol will be distributed and/or consumed during the rental event. “Alcoholic beverages” shall include wine, champagne, beer, liquor, and any other beverage classified or considered by state and/or local law to be an “alcoholic beverage”.
- **For any event where alcohol will be served and/or consumed the Library will have at least two Library personnel\* or one Library personnel and at least one off-duty law enforcement officer\*\* present during the rental event.** For events of more than 50 people, at least one off-duty law enforcement officer must be present during the rental event. The costs for personnel or off-duty law enforcement officer will be assessed to Renter with receipt of payment required prior to the event as a part of the total rental fee. The Library reserves the right to require additional off-duty law enforcement officers and/or Library personnel to be present at the event, the cost of which shall be the responsibility of the Renter as a part of the total rental fee.

**\*Additional Personnel: \$65 per hour, including times reserved for set- up and clean-up.** Staff is present for security purposes only and does not aid in set up or clean up.

**\*\*Off-duty police officer must be obtained by and paid for by the renter at the officer’s agreed upon rate.** These fees are separate from and in addition to any rental fees associated with the Library.

- It is the responsibility of the Renter to comply with all local, state and federal ordinances and laws for the distribution and/or consumption of alcohol at a rental event, including, but in no way limited to, restricting distribution to and consumption of alcoholic beverages by persons under 21 years of age and refusing alcoholic beverages to any intoxicated persons. Representatives of any local, state or federal alcohol enforcement agency shall have the right to enter the Library and Premises during any rental event to determine if any laws are being violated and to take appropriate action.

- It is the responsibility of the Renter to obtain all local, state and federal permits and licenses necessary for the distribution and/or consumption of alcohol at a rental event. By entering this Agreement Renter represents and warrants to the Library that it has and/or will obtain all local, state and federal permits and licenses necessary for the distribution and consumption of alcohol during the rental event, and that Renter will maintain compliance with all such local, state and federal permits and licenses necessary for the distribution and consumption of alcohol during the rental event. Failure to comply with this provision may result in immediate cancellation of a rental event and forfeiture of any refundable or returnable damage deposit of and an assessment of additional charges.

#### **Insurance:**

Renter shall procure and continue in force at Renter's own cost and expense, general liability, professional liability and any other insurance in sufficient form to insure the Library against any claims for injuries to persons and property that may occur in, upon, about or from the Library and its Premises during the rental period and/or during any period of use or occupation by the Renter and its agents, employees, representatives, guests, and invitees who are upon the Library and its Premises for the Renter's purposes.

#### **Equipment:**

- The Library does not rent equipment with the exception of LCD projectors and equipment in the Technology Center. Renters must arrange for all items necessary to present their programs including set-up and use of equipment. Library staff is available to assist users in understanding the equipment, but will not be considered an instructor during the program and will not be present in the room at all times during the event.
- The Library is not responsible for any equipment, supplies, or possessions owned by individuals or groups and used in or left in the Library.

#### **Endorsement:**

Rental of space in the Library does not constitute an endorsement of a group's policies or beliefs by the Athens-Limestone County Public Library

#### **Publicity:**

The renter is responsible for any publicity. Publicity materials may not list or imply that the Athens-Limestone Public Library is a co-sponsor of any event without the express approval of the Library Director. **The Library requires that all printed material, press releases, posters and other information regarding the event include a contact phone number and name of the organization or individual booking the room.** Library phone numbers may not be listed for obtaining information on an event. The renter should not issue invitations or press releases until the Meeting Room Application has been signed, fees paid, and the application approved by the Library.

#### **Set-Up and Breakdown:**

Library Staff will not assist in set-up or clean-up for non-library events.

#### **Art Exhibits:**

At times, the Library will have displays and art exhibits in the conference wing. These will not be removed for rental periods unless approved by the Library Director.

#### **Storage of Materials:**

Storage is available to renters after one year of continuous rental use. If space should be available, ongoing renters may have the option to rent storage space for \$25/mo.



## Room Rental Agreement

Brief Meeting Purpose			
Contact Name			
Contact Telephone & Email			
Mailing Address			
Estimated Number Attending			
Date of rental			
Total Time of Rental (Includes Set-Up & Clean-Up)	Begins: _____ Ends: _____		
Rooms Requested	<input type="checkbox"/> Community Room <input type="checkbox"/> Beasley Pre-Function Area <input type="checkbox"/> Board Room <input type="checkbox"/> Noah Catering Kitchen <input type="checkbox"/> Study Room <input type="checkbox"/> Room Package		
Projector Rental (\$15)	Yes <input type="checkbox"/> No <input type="checkbox"/> LCD Projector has VGA and HDMI hook-ups. Renter <b>must</b> provide own laptop. Providing your own speakers/sound system is highly recommended.		
Do you intend to serve alcohol?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you intend to serve food?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total Amount Due:  <b>(Fees to be calculated by Library Staff )</b>	Rental fee:		
	Additional Personnel: (if necessary)		
	Projector rental:		
	Deposit: Community/Pre-Function		
	Other:		
	<b>Total:</b>		

- \_\_\_\_\_ I agree to honor Athens-Limestone County Public Library Room Rental Agreement.
- \_\_\_\_\_ I understand Library staff is not responsible for set-up or clean-up for my event.
- \_\_\_\_\_ I understand that a walkthrough of rental space takes place before and after my event.
- \_\_\_\_\_ I understand the Library is not responsible for publicizing my event.
- \_\_\_\_\_ Reservations are not confirmed until all fees and deposit (if required) are paid.
- \_\_\_\_\_ I agree to be held monetarily responsible for any damages incurred during my event,  
Including any professional cleaning or repair services required.
- \_\_\_\_\_ I understand that if professional cleaning or repair services are required, my deposit will not be refunded.

**Failure to follow through with any of the above agreements will result in the loss of rental privileges.**

**My signature below indicates that I agree to will abide by the policies of the Library.**

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

# Rental Fee Schedule

To rent a room, complete the Rental Agreement Form. **Fees must be paid at the time the application is submitted.** Reservations will **not be final** until all rental fees, deposit fee (if required), and application have been received and approved.

## Rental Areas Available:

- Community Room Capacity 125 persons (theatre seating)\*
  - Beasley Pre-Function Area Capacity 125 persons (standing)
  - Study rooms Capacity 2 - 4 persons (table seating)
  - Steelcase Board Room Capacity 14 persons (table seating)
  - Technology Center Capacity 24 persons (classroom seating)
- \*--10 tables seating six will be available. There are an additional six folding tables that may be available. These tables may be in use by other renters or Library programs. Discuss your rental needs prior to your reservation.

## Rental Fees for Library Card Holders:

Community Room	\$20 1 <sup>st</sup> hour, \$10 for each additional hour
Beasley Pre-Function Area	\$15 1 <sup>st</sup> hour, \$10 for each additional hour
Steelcase Board Room	\$15 1 <sup>st</sup> hour, \$10 for each additional hour
Noah Catering Kitchen*	\$15 1 <sup>st</sup> hour, \$10 for each additional hour
Study Rooms	\$4 1 <sup>st</sup> hour, \$1 for each additional hour
Technology Room (with laptops)	\$75 1 <sup>st</sup> hour, \$50 for each additional hour
Technology Room (without laptops)	\$30 1 <sup>st</sup> hour, \$10 for each additional hour
The Library Garden	\$15 1 <sup>st</sup> hour, \$10 for each additional hour
LCD Projector	\$15 per day (Community Room or Technology Center)
Podcast Room	\$15 per hour, \$10 for each additional hour
Room Package (Day Rate)**	\$180/ for 7 hours use of the Community Room, Beasley Pre-Function Area, and Noah Warming Kitchen

## Rental Fees for NON Library Card Holders:

Community Room	\$40 1 <sup>st</sup> hour, \$10 for each additional hour
Beasley Pre-Function Area	\$30 1 <sup>st</sup> hour, \$10 for each additional hour
Steelcase Board Room	\$30 1 <sup>st</sup> hour, \$10 for each additional hour
Noah Catering Kitchen*	\$30 1 <sup>st</sup> hour, \$10 for each additional hour
Study Rooms	\$10 1 <sup>st</sup> hour, \$1 for each additional hour
Technology Room (with laptops)	\$150 1 <sup>st</sup> hour, \$50 for each additional hour
Technology Room (without laptops)	\$60 1 <sup>st</sup> hour, \$10 for each additional hour
The Library Garden	\$30 1 <sup>st</sup> hour, \$10 for each additional hour
LCD Projector	\$25 per day (Community Room or Technology Center)
Podcast Room	\$30 per hour, \$10 for each additional hour
Room Package (Day Rate)**	\$260/ for 7 hours use of the Community Room, Beasley Pre-Function Area, and Noah Warming Kitchen

\*Catering Kitchen is not rented as a standalone room. Rental only occurs in tandem with another room.

\*\*Room package does not include before or after hours charges.