

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 must 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: (Fees calculated by Library Staff)	Rental fee:		
	Before/after hrs fee: (\$65/hr OR \$100/hr)		
	Additional personnel: (if necessary)		
	Projector rental:		
	Deposit: Comm room/Pre-Func		
	Total:		

- _____ 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 _____

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 st hour, \$10 for each additional hour
Beasley Pre-Function Area	\$15 1 st hour, \$10 for each additional hour
Steelcase Board Room	\$15 1 st hour, \$10 for each additional hour
Noah Catering Kitchen*	\$15 1 st hour, \$10 for each additional hour
Study Rooms	\$4 1 st hour, \$1 for each additional hour
Technology Room (with laptops)	\$75 1 st hour, \$50 for each additional hour
Technology Room (without laptops)	\$30 1 st hour, \$10 for each additional hour
The Library Garden	\$15 1 st 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
Before/After-hours charge	\$65.00 per 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 st hour, \$10 for each additional hour
Beasley Pre-Function Area	\$30 1 st hour, \$10 for each additional hour
Steelcase Board Room	\$30 1 st hour, \$10 for each additional hour
Noah Catering Kitchen*	\$30 1 st hour, \$10 for each additional hour
Study Rooms	\$10 1 st hour, \$1 for each additional hour
Technology Room (with laptops)	\$150 1 st hour, \$50 for each additional hour
Technology Room (without laptops)	\$60 1 st hour, \$10 for each additional hour
The Library Garden	\$30 1 st 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
Before/After-hours charge	\$100.00 per hour
Room Package (Day Rate)**	\$360/ 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.