



Room Rental Agreement

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|---|---|--|--|
| 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)** | \$260/ for 7 hours use of the Community Room, Beasley Pre Function Area, and 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.