



## Application for Meeting Space

*Rooms are not reserved until this form has been returned and any applicable deposit paid.*

**Organization/Individual** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street City/State Zip Code

**Contact Person** \_\_\_\_\_  
Please print

**Telephone No.** \_\_\_\_\_ **Email** \_\_\_\_\_

**Purpose of gathering:** \_\_\_\_\_

**Is your organization a Nonprofit?** No \_\_\_ Yes \_\_\_ EIN# \_\_\_\_\_

**Is this a religious or political organization?** Yes \_\_\_ No \_\_\_

Meeting Date:	
Set-up Begins:	
Meeting Begins:	
Meeting Ends:	
Clean Up Ends:	
<b>*Rental MUST include setup and clean up time*</b>	
Total Number of Hours:	
Room Using:	_____ Meeting Room (1 <sup>st</sup> floor) _____ Classroom (2 <sup>nd</sup> floor)
Expected attendance:	
Rate:	
Total Amount Due:	
Total Amount of <b>Non-Refundable</b> Deposit (25% of Rental Fee):	
Deposit Payment Method:	<input type="checkbox"/> Square Online Payment (email will be sent) <input type="checkbox"/> Cash <input type="checkbox"/> Check
Balance Due:	Office use only

## CONFERENCE ROOM RENTAL INFORMATION & AGREEMENT

North Shelby Library provides meeting space for individuals, nonprofits, business organizations, and government organizations. The rooms are available for rental 7 days a week during the library's business hours. Library programming has first priority for room use. Evenings are also available, but have a higher rate for use. **Please note, due to tax regulations political organizations MUST pay the full rental price regardless of their non-profit status.**

### Classroom Seating Capacity

Theater Style	Classroom Style with Tables	All 15 Round Tables for Social Events	Primarily Standing
N/A	45 seats	N/A	N/A

### Meeting Room Seating Capacity

Theater Style	Classroom Style with Tables	All 15 Round Tables for Social Events	Primarily Standing
Up to 140 seats	75 seats	120 seats	150 People

### Rates – During Library Hours

Rental Type	Rate	Rate per Day (8 hrs.)	Projector, Screen, and Wi-Fi Access	Tables and Chairs
<b>Business/Private Events</b>	\$50.00/hr (2 hr. min)	\$350.00	Included	Included
<b>Civic Events</b>	Free for first 4 hrs; \$25.00/hr after	n/a	Included	Included
<b>HOA Meetings</b>	\$25.00 Flat Rate	n/a	Included	Included

### Rates – After Library Hours

Rental Type	Friday, Saturday, Sunday 2pm-11pm	Projector, Screen, and Wi-Fi Access	Tables and Chairs
Private Event	\$500.00	Included	Included
Rental of Entire Library	[Time Varies] \$2,000.00 + Cost for Professional Cleaning Crew and Cost of Off-Duty Police Officer	Included	Included

## **Projector & Screen / Flat Screen Display**

- North Shelby Library provides a ceiling mounted projector and automated screen in both spaces. The 1<sup>st</sup> floor meeting room also has microphones and a DVD player. Renters are responsible for scheduling time to review A/V equipment use with library staff ahead of room reservation. Failure to do so may result in renter unable to successfully use provided equipment.
- The renting organization/individual may use its own Audio/Visual Equipment. Users are responsible for set up, tear down and technical support.
- Renter must provide own computer/tablet.

## **Rental Terms and Payment**

- The library accepts Cash, VISA, MasterCard, and checks as payment. American Express and Discover may be used via Square.
- All room rentals must be finalized and paid-in-full one business day before the scheduled reservation date.
- A **25% non-refundable deposit** is required at the time the room reservation is made. If the deposit is not received, the room is subject to rebooking.

## **Cancellation Policies**

Adequate cancellation notice is considered to be 5 days in advance of the reservation date.

When there is adequate notice, the renting organization will be refunded their reservation payment (if it has already been made) minus the 25% non-refundable deposit. When there is NOT adequate notice, the renting organization will be charged the full room fee.

If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.

# Requirements and Regulations

**The following are prohibited (unless prior permission is obtained):**

- Fire - if you are using liquid fuel for chafing dishes, please check with North Shelby Library first. Candles are strictly forbidden.
- Do not use tape, tacks, nails or anything that will mark the walls. Marring, marking, or damaging the walls in any way WILL result in a repair costs being charged to the tenant.
- Use of generators.
- Use of grills.
- Use of space outside of the meeting room - excluding public restrooms.
- Smoke machines

## Meeting Space Use

**Anything that could potentially damage the meeting room in any way, particularly, but not limited to, walls, carpet, doors, counters, equipment, and so forth is prohibited.**

- If after hours, ensure that the bathrooms are in working order with no water left running.
- All personal items must be removed at the end of your rental period. No exceptions unless otherwise arranged with NSL personnel.
- Once meeting is completed, please dispose of all trash in the North Shelby Library dumpster located in the Loading Dock area at the end of the driveway.
- Failure to comply with these rules or return meeting space to examples below may result in additional fees.
- Renter should use side driveway for loading in and out. Renters are NOT to block or park in front traffic circle.



Meeting Room



Classroom



## **CONDITIONS FOR RENTAL**

The following rules govern use of meeting space at North Shelby Library (NSL). Renting individuals or organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges and/or additional fees.

- **The NSL meeting facilities are equipped with tables and chairs that may be re-arranged to renters' needs. All round tables must be returned to the table closet, rectangular tables and chairs may be left out in the room. *Renting individuals or organizations are entirely responsible for their own set up.***
- **The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. All round tables must be returned to table closet. Rectangular tables and folding chairs do not need to be returned to their respective storage areas. This includes removing all items and food that were brought into the room and proper disposal of trash.**
- **Food and non-alcoholic beverages are permissible. Renting organizations/individuals must arrange for delivery of their own catering orders and are responsible for all set up, clean up, and food trash removal to the NSL dumpster.**
- **The meeting room is located on the first floor of the library. The classroom is on the second floor and is accessible via a ramp and outside door.**
- **NSL requests that each renting organization designate one person to handle all communications and transactions with NSL.**
- **NSL reserves the right to assess a fee if the meeting facility or its equipment sustains damaged or is not otherwise returned to its original condition. Fees are invoiced based on time and materials subject to a 1-hour minimum charge of \$50.00 per hour.**

## **Meeting Room Indemnification**

North Shelby Library will not be liable for any damage or injury to Tenant, or any person, or to any property, occurring on premises, or in common areas, unless such damage is the legal result of negligence or willful misconduct of North Shelby Library, its agents, or employees. Tenant agrees to hold North Shelby Library harmless from any claims for damages, no matter how caused, except for injury or damages caused by negligence or willful misconduct of North Shelby Library, its agents, or employees.

\_\_\_\_\_  
Organization Contact Signature

\_\_\_\_\_  
Date