



## Application for Meeting Space – Conference Room

*Spaces are not reserved until this form is returned and any applicable deposit is 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 political organization?** Yes \_\_\_ No \_\_\_

Meeting Date(s):	
Meeting Time *Rental MUST include setup and clean up time*	
Set-up Begins:	
Meeting Begins:	
Meeting Ends:	
Clean Up Ends:	
Total Number of Hours:	
Room Using:	Conference Room, 2 <sup>nd</sup> Floor
Expected attendance:	
Rate: (see p. 2)	
Total Amount Due:	
Total Amount of <b>Non-Refundable</b> Deposit (25% of Rental Fee):	
Deposit Payment Method and Date:	<input type="checkbox"/> Square Online Payment (link will be emailed) <input type="checkbox"/> Cash <input type="checkbox"/> Check
Balance Due:	Office Use Only

## 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. Other times are also available, but may have an after-hours fee, depending on the type of event. Please note, due to tax laws political organizations MUST pay the full rental price regardless of their non-profit status.

### **Conference Seating Capacity**

Theater Style	Conference Table
20	10

### **Rates – During Library Hours**

Rental Type	Rate per Hour	Rate per Day (8 hrs.)	Wi-Fi Access	Tables and Chairs
<b>Business/Private Events</b>	\$25	\$175.00	Included	Included
<b>Civic Events</b>	Free for 1 <sup>st</sup> 4 hours, \$10/hr after	\$25.00	Included	Included
<b>HOA Meetings</b>	\$25.00 Flat Rate	n/a	Included	Included

### **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.



Conference Room



## **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. Tables and chairs in the conference room must be returned to the original set up. *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. 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 conference room 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