

## ROOM RENTAL INFORMATION & AGREEMENT

North Shelby Library and Mt Laurel Library provide meeting space for individuals, non-profits, business organizations, and government organizations. The rooms are available for rental 7 days a week during the libraries' business hours. Library programming has first priority for room use and requests for some dates may not be considered until programming plans are finalized (30 days prior). After hours usage is available on weekends at a higher rate. Civic Events are determined by the Director of Library Services but are generally open to the public and for the public good. **Please note, due to tax regulations political organizations MUST pay the full rental price regardless of their non-profit status.**

### Room Capacities

| Library      | Room Name             | Capacity  |
|--------------|-----------------------|---|
| North Shelby | Annex Classroom       | Classroom setup – 45 seats  |
| North Shelby | Annex Conference Room | Conference setup – 9 seats at table + 7 perimeter seats   |
| North Shelby | Meeting Room          | Theater style – 120 seats<br>Classroom style w/tables – 75 seats<br>Banquet w/round tables – 120 seats<br>Primarily standing – 200 people |
| Mt Laurel    | Activity Room         | Classroom setup – 36 seats<br>Primarily standing – 75 people  |
| Mt Laurel    | Community Room        | 2 tables w/4 seats each + 20 additional folding chairs  |

### Rates – During Library Hours

| Room   | Rental Type  | Rate                                     | Rate for 8 hrs |
|--|--|--|----------------|
| NS Meeting Room  | Business/Private Events  | \$70.00/hr (2 hr. min)                   | \$500.00       |
|  | Civic Events *   | Free for up to 4 hrs; \$35.00/hr after * | N/A            |
| NS Classroom or<br>ML Activity Room                      | Business/Private Events  | \$50.00/hr                               | \$350.00       |
|  | Civic Events *   | Free for up to 4 hrs; \$25.00/hr after * | N/A            |
| NS Conference Room<br>or<br>ML Community Room            | Business/Private Events  | \$25.00/hr                               | \$175.00       |
|  | Civic Events *   | Free for up to 4 hrs; \$10.00/hr after * | \$30.00        |
| ANY<br>(room assignment based<br>on expected attendance) | HOA Meetings/<br>Non-Library Book Clubs  | \$25.00 Flat Rate                        | N/A            |
| Non-profit/civic orgs                                    | * an organization that qualifies may have one event not exceeding four hours without charge each month. Additional hours/events are charged at the Civic Event rate. |  |                |

### Rates – After Library Hours

| Rental Type                   | Friday, Saturday, Sunday; 3pm-11pm   |
|-------------------------------|--|
| Private Event                 | \$500.00 + \$200.00 security deposit   |
| Rental of Entire Library (NS) | [Time Varies] \$2,000.00 + \$500.00 security deposit<br>Cost for Professional Cleaning Crew and<br>Cost of Off-Duty Police Officer |

## Available Equipment

| Library      | Room Name             | Equipment   |
|--------------|-----------------------|---|
| North Shelby | Annex Classroom       | 75" Wall-mounted Monitor w/HDMI adapter (VGA adapter available)<br>Podium & White Board<br>Sink & Counter Space, Coffee Maker, Microwave, & Refrigerator                                    |
| North Shelby | Annex Conference Room | 58" Wall-mounted Monitor w/HDMI adapter & White Board Available   |
| North Shelby | Meeting Room          | Ceiling Mounted Screen & Projector (HDMI or VGA)<br>Corded Microphones & Ceiling Speakers<br>Blu-Ray Player, CD Changer, & Aux Input<br>Kitchenette with Sink, Counter Space & Refrigerator |
| Mt Laurel    | Activity Room         | 65" Wall-Mounted Monitor w/HDMI connection<br>Kitchenette with Sink, Counter Space, Microwave, & Refrigerator   |
| Mt Laurel    | Community Room        | Wall-Mounted Screen w/HDMI connection<br>Kitchenette with Sink, Counter Space & Mini Fridge   |

- Renter must provide their own computer/tablet.
- 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.
- All rooms have access to the Library's open wi-fi (HRL-NS-GUEST or HRL-ML-GUEST)
- The renting organization/individual may use its own Audio/Visual Equipment. Users are responsible for set up, tear down and technical support.

### Rental Terms and Payments

- Invoices will be sent via email from Square. Those can be paid online or in person. The library accepts cash, VISA, MasterCard, and checks as payment. American Express and Discover may be only used via Square.
- A **25% non-refundable deposit** is required at the time the room reservation is approved. If the deposit is not received within two (2) business days, the room is subject to rebooking.
- Weekend after-hours events will also be charged a **refundable security deposit**. The deposit will be refunded via check via mail no more than 2 weeks after your event if there is no damage or cleaning that must be corrected by library staff.
- All room rentals must be finalized and paid-in-full one (1) business day before the scheduled reservation date.
- For reservations made less than 2 weeks before the event, the deposit and balance will be due at the same time.
- When there is adequate notice of at least five (5) business days, 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.

### Conditions for Rental

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

#### General Information

- Renters must be at least 18 years of age and at least one adult must be present at all times during the rental.
- The Library requests that each renting organization designate one person to handle all communications and transactions.
- At North Shelby, renters can use the side driveway for loading in and out. Renters are NOT to block or park in the front traffic circle.
- At Mt Laurel, renters may park in the lot behind the library. Renters are NOT to block the alley between the Library and the grocery.

### **Room Set Up & Clean Up**

- The Library meeting facilities are equipped with tables and chairs that may be re-arranged to renters' needs. *Renting individuals or organizations are entirely responsible for their own set up.*
- **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.**
- The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. Any round tables must be returned to table closet. Rectangular tables and chairs do not need to be returned to their respective storage areas.
- If after hours, ensure that the bathrooms are in working order with no water left running.
- Dispose of all trash in the dumpsters. North Shelby Library's dumpster is located in the Loading Dock area at the end of the driveway. Mt Laurel Library's dumpster is located in the fence by the mailbox.
- All personal items must be removed at the end of your rental period. No exceptions unless otherwise arranged with library personnel.
- North Shelby 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 one-hour minimum charge of \$50.00 per hour.

### **Food and Beverages**

- 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 dumpster.
- **The library requires renter to sign safety guidelines for using Sterno fuel (or similar) for chafing dishes.**

### **Prohibitions**

#### **The following are prohibited:**

- Fire - 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 or vapor machines (usually used by DJs).

## **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.