White Community Room/Small Conference Room Contract
Dominy Memorial Library

Date of event: _____ Approx. start time: _____ Approx. end time: _____

Name: _____ Address: _____

Home Phone: _____ Cell or Work Phone: _____

It is the pleasure of the Dominy Memorial Library Board of Trustees to provide this facility for your use. In order to convey expectations for room reservation, the following guidelines are agreed to upon signing of this contract:

- *The person signing this contract is responsible for managing the orderly behavior of all attendees, providing adult supervision for any group of minors, and being present at the event.*
    - Alcoholic beverages are not allowed for events at the library.
    - The number of attendees cannot exceed the capacity specified.
    - Organizations using the room agree to assume full liability (including costs) for injuries or for any losses or damage beyond reasonable wear that may occur to the building or equipment. The Board of Trustees reserves the right to require any applicant group to supply appropriate proof of insurance in the amount deemed necessary by the library Board of Trustees (not to exceed $1 million) or to deny a room reservation request due to lack of insurance as applicable.
- *All responsibility for set up, clean up, and the returning of furniture and equipment to the original arrangement is of the people reserving the room.*
    - The person reserving the room is responsible for bringing in any needed supplies. The library does not supply items such as dishtowels, cleaning supplies, tape, scissors, dishes, flatware, etc.
    - Items to be used for future meetings cannot be stored in the library, and the library is not responsible for items owned by groups that are left in the library.
    - For decorating, anything that would damage the walls or ceilings may not be used (tape, thumb tacks, staples, nails, etc.), and birdseed or rice is not permitted.
    - Equipment or furniture may not be placed in front of emergency exits or doorways.
    - Please pick up all garbage and place it in the garbage cans.
- *Permission to use the room does not constitute an endorsement of an organization's policies or beliefs by the Dominy Memorial Library, and this must be reflected on any publicity.*
    - All publicity is the responsibility of the person signing this contract, and it must clearly identify the sponsoring organization.
    - The library's address may be publicized but not the phone number, as the library is not the source of information concerning the event.

Cancellation policy: Notice must be given to library staff 48 hours prior to an event start time for a full refund.

Fees: *White Community Room*: ≤50 people is $50.00, >50 people is $75, civic groups/library staff & trustees are $25. *Small Meeting Room*: business use is $30, social club/personal use is $15.

By signing and dating below, I agree to the above guidelines for reservation of the White Community Room/Small Meeting Room at Dominy Memorial Library.

Signature: _____ Date: _____

Maintenance fee paid: _____ Staff initials: _____