

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

*Clara Drinkwater Newnam Library*  
*Guidelines and Agreement for Community Room Use*

**Reservation Policy:**

1. **There will be a \$50.00 charge to rent the room.** There will be a \$100 deposit that will be fully refunded if the community room meets the signed checklist by the Library Director. All nonprofit or service organizations will be refunded 100% of the fee if the room is in proper condition.
2. At time of booking you must put down the \$150. All requests are honored on a first-come, first-serve basis. To confirm the date a contract must be signed and deposit made.
3. Room set up is the responsibility of those using the room. Nothing is allowed to be attached to the walls. If there is something attached you will not get your deposit returned.
4. The dimensions of the room are 39 ft x 24 ft.
5. Those who rent the room for private use may set up the day before if the room is not in use for another activity. Supplies may not be left in the room in advance of use. If you are permitted to decorate early, we are not responsible for the room while the library is open.
6. The library provides tables (7), chairs (50) and audiovisual equipment available upon request. The use of equipment must be approved by the director and is conditional.
7. The key for the room may be picked up on the day or the day before the room is rented. The key should be returned in the provided pouch and placed in the book drop outside the front entrance.  
**IF KEYS ARE NOT RETURNED YOUR DEPOSIT WILL BE KEPT.**
8. Please leave the room as clean as it was when you began using it. There will be a checklist provided. Trash must be taken out and the floor must be vacuumed. You can find the vacuum in the back-entry door.
9. Bathrooms do not need to be cleaned; however, if they are trashed or vandalized in anyway you will not get deposit back.
10. Trash must be taken out and placed in the dumpsters on the east side of the building.
11. Turn off lights in room & bathrooms.
12. Leave thermostat alone; it does not control the community room.

**RESTRICTIONS:**

1. **NO Children's Birthday Parties**
2. No smoking is permitted in the building.
3. No items may be tacked or nailed to the doors, windows or walls.
4. Users may not store or leave personal equipment, supplies, or belongings in the library. They will be thrown away without notice.
5. Adult supervision is required of children when using the room.

**FOOD/BEVERAGES**

1. Food and drink may be served. **NO RED DYE DRINKS.** No alcoholic beverages are permitted in the building and all food must be disposed of and not left.
2. Organizations must provide their own supplies, napkins, dish detergent, cups, etc.
3. Use of the kitchenette in the room is allowed

By signing this contract, I agree to the terms and understand I am fully responsible and understand I could lose my \$100 deposit if the above guidelines are not met at the discretion of the Library Director.

Organization: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Information (name and phone #): \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Community Room Checklist**

**INITIAL**

- 1) All decorations need to be removed from chairs, tables, hanging fixtures and ceiling. \_\_\_\_\_
- 2) All trash must be removed and put into the dumpsters east outside of the library. \_\_\_\_\_
- 3) New trash can liner must be placed in the trash can, found under sink cabinets. \_\_\_\_\_
- 4) Vacuum is available in the entry room. Entire room must be vacuumed. \_\_\_\_\_
- 5) All tables and counters used must be wiped down. Cleaning supplies for that is located in the cabinet under the sink. \_\_\_\_\_
- 6) Bathrooms do not have to be cleaned but if they are trashed or vandalized in any way you may lose your deposit \_\_\_\_\_
- 7) Turn off lights in the community rooms and bathrooms \_\_\_\_\_
- 8) Lock doors and put key in exterior book drop. \_\_\_\_\_

**Director signature and approval date:** \_\_\_\_\_