

Alice Gleason Room Rental Agreement

Organization/Name _____

Mailing Address _____

Phone _____

Type of Use _____

Date of Use _____

DEPOSIT	FEES
\$30 cleaning deposit (will be returned upon employee inspection)	\$10.00 per hour rental fee (groups must schedule enough time for set-up and cleaning/tear down)

Deposit and Fees Due at the time of scheduling. Capacity of meeting room is 50.

1. The Alice Gleason Meeting Room is for the purpose of encouraging educational programs in the community and is available for meetings and programs of an informational, educational, cultural, or civic nature. No private parties will be allowed. Meeting space is limited to 50 participants based on size of room.
2. All meetings must be open to the public and may not be restricted to any particular group. As such, groups must provide basic information on the meeting which will be published to the library calendar.
3. Use of the meeting space does not imply endorsement or support by the library for a group's activities or beliefs. **The Choteau/Teton Advisory Board of Trustees or the Library Director reserves the right to approve or disapprove the use of meeting space and to deny use privileges should any abuse of this policy occur.**
4. Users of the meeting room must adhere to the Patron Behavior Policy. Groups should not disrupt library business. Children participating in groups must remain in the Gleason room with proper adult supervision.
5. Meeting space is made available to all groups and individuals on a first-come, first serve basis. Library sponsored programs have scheduling priority over community programs.
6. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants.
7. Scheduling may be made up to three months in advance of the event. If the event is cancelled, library staff must be informed as soon as possible but at least 48 hours prior to the scheduled event. If not cancelled, monies paid will not be returned.
8. Fees will be \$10.00 per hour and \$30.00 cleaning deposit payable to the Choteau Public Library at the time of signing the Alice Gleason Room Rental Agreement. Cleaning deposits will not be returned to groups who do not clean up and put away any extra tables and chairs. **ALL GROUPS MUST SIGN THE RENTAL AGREEMENT.**
9. Provided in the meeting area are: tables and chairs, coffee pot, refrigerator, microwave, large portable screen, lectern, large white board, smart tv, DVD player, and a piano.
10. Groups must schedule and pay for ample time to set up and clean up. Groups must end meetings 15 minutes prior to library closing.

11. Groups are responsible to clean meeting room and bathroom per the cleaning instructions given to them at the time of signing the Alice Gleason Room Rental Agreement. Cleaning supplies are located in the cleaning closet next to the refrigerator.
12. Serving light refreshments is permitted. Kitchen must be cleaned. Paper products, coffee, tea, etc. in cabinets is the property of the library and should not be used by other groups. No food should be left in either cabinets or refrigerator. Garbage must be emptied.
13. If the event is to be held when the library is closed, it is the organizers responsibility to obtain a key to the backdoor prior to the event and return key to book drop. The organizer must be the last to leave and is responsible for locking the building following the event.
14. Equipment, supplies, materials or other items owned by a community group or used by them in the library are not the responsibility of the Library and cannot be stored at the library.
15. Organizations holding meetings assume responsibility for any damage to the rooms or contents.
16. Group activities involving more than normal wear and tear will not be permitted.
17. No smoking allowed.
18. No nails, tacks, or tape on the walls or woodwork. Pre-approval is needed for any wall adhesives.
19. No attachments to ceiling panels or metal frames.
20. It is the duty of groups to report any damage or repair needs.

I have read the Rental Agreement for the Alice Gleason Meeting Room at the Choteau/Teton Public Library and hereby assume all responsibility for ensuring that all the regulations will be followed. Any damages will be assessed by the City at actual cost of repair and/or replacement and be billed to the individual or organization which signs this contract. The individual and/or organization which signs this contract agrees to pay the bill for actual cost of repair submitted by the City. If there is a dispute regarding the amount owed and legal action is required by either party to enforce this agreement, then the prevailing party is entitled to attorney's fee and costs.

The individual and/or organization which signs this contract further agrees to observe and perform any and all regulations imposed by law, ordinance or regulation relating to the use, occupation, and maintenance of the Alice Gleason Meeting Room.

The individual and/or organization which signs this contract agrees to indemnify and save harmless the Library for the individual or organization's negligent or intentional acts.

I understand that my reservation will not be confirmed until this form, payment, and deposit are received at the library. I understand that in order to guarantee additional time for set-up and clean-up, the Alice Gleason Room must be reserved and rented for that time.

Signature of Renter

Date

Library Official

Date