

Name of Organization: \_\_\_\_\_



## COMMUNITY ROOM AGREEMENT

The Community Room is owned by the West Custer County Library. We welcome our community to use this room as a meeting place. To cover cleaning costs for the room the library needs to charge a rental fee for use of the room and requires users to maintain a standard of care and cleanliness in the space. Thank you for your cooperation.

Community room rental does not include: advertising for your event on our website, on our calendar or on social media. Facebook or other social media co-promotion requests will be declined.

### RENTAL RATES:

**\$7/hour for businesses or individuals;**

**\$3/hour for other governments and non-profit groups or activities** (HOAs included).

Fees will be applied to the amount of time reserved on the calendar or actual time in the room rounded to the nearest half-hour, whichever is greater.

### AGREEMENT:

Applicant hereby agrees to release, indemnify, defend, and hold harmless the West Custer County Library, their officials, officers, employees and agents from and against all judgements, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of applicant, its officers, officials, employees, agent or assigns. The applicant shall be liable for all damages to the meeting room or its contents. Applicant has read the Meeting Room Policy and agrees with its contents and is in compliance with its stipulations.

### Choose one:

I, \_\_\_\_\_, agree to pay **the individual/business fee** for the use of the Community Room because I do not qualify as a non-profit organization.

I, \_\_\_\_\_, hereby certify that I am using the Community Room for **non-profit purposes**.

Applicant name (please print): \_\_\_\_\_

Applicant signature \_\_\_\_\_

Contact number \_\_\_\_\_

Group name \_\_\_\_\_

Date	Time	Amount
Total		

Use additional sheet if necessary

Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



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## West Custer County Library Community Room Guidelines

### RESERVING THE COMMUNITY ROOM

Library programs, services and sponsored functions have priority for use of the Community Room.

The Community Room is reserved on a first come, first served basis.

To reserve the space for your organization, call library staff at 719-783-9138. Only library staff can make an official reservation.

The Community Room may be reserved up to 4 months in advance of the date of the event; exceptions are made for recurring events.

Asking staff to reserve the room on the calendar is a commitment to pay.

Payment is due **prior to the use** of the room. Checks should be made out to the West Custer County Library District (WCCLD).

Prior to the event you must make arrangements for payment and key pick up, if necessary, **during open hours** at the West Custer County Library, 209 Main, Westcliffe, CO. 81252.

Events with audience participation must present a liability insurance certificate. Please contact Interim Director, Genna Calkins-Mushrush or Circulation Coordinator, Laurie Yarger for more information.

Renters must include setup and takedown time in their reservation.

### SCHEDULING

Recurring community room rentals can be scheduled for 4 months at a time. Opening for the next trimester will begin on the first of the previous month.

(Reservations start December 1)    January through April

(Reservations start April 1)        May through August

(Reservations start August 1)      September through December

### CANCELLATION PERIOD/POLICY

Groups should notify the library within 48 hours if a meeting is cancelled for a credit for future use. Groups with two "no shows" in a calendar year will be allowed future reservations on a case-by-case basis.

If a group has not arrived within 30 minutes of their scheduled time, the reservation will be cancelled and counted as a "no show".

### LOSS OR DAMAGE

The library assumes no responsibility for loss or damage arising from the use of the Community Room.

Group members and guests will be responsible for any and all damage to the rented space and equipment.

### USING THE COMMUNITY ROOM

The capacity of the Community Room is **45 people**. All entrances and exits must not be blocked by furniture or people.

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**No alcohol** can be consumed in the Community Room. Minors must be accompanied by adults.

**Activities cannot present risk to the safety and well-being of citizens.**

Please clean the room (and kitchen) after use; run the vacuum cleaner; garbage goes into trash cans or in a tied bag next to the trash cans; verify that the restroom is empty; turn out lights; upon leaving, heat must be left at 60 or turn off AC; leave front and side doors locked.

The Community Room key can be left in an envelope in the book drop when you are finished if the Library is not open.

Any sales or solicitation activities require a Town of Westcliffe Business/Sales Tax Permit:

<https://www.colorado.gov/pacific/townofwestcliffe/permits-licenses-forms>

Food and drink are allowed in the Community Room. Renters must clean the room and kitchen after use.

No artwork may be moved at any time.

If you have problems, contact Genna Calkins-Mushrush at the Library as soon as it is open.

It is preferred to keep all of the Community Room doors closed when in use.

**AVAILABLE EQUIPMENT**

The furniture in the Community Room may be moved around, but must be put back in their original place at the end of the event.

There are 5 folding card tables in the cabinet labeled Library Tables.

Requests for the projector and laptop must be made at the time of reservation.

Requests for the microphone must be made at the time of reservation.

Renters are allowed to use the projector screen with their own equipment.

The library cannot guarantee that all presentations will work on library equipment. An appointment can be made with library staff to test equipment.

**SPECIAL CIRCUMSTANCES**

Cancellation of reservations due to weather (i.e. snow day) or other unexpected library closings will either be refunded or rescheduled, at the preference of the renter.

Reservations may be denied if library staff believes the group has abused the use of the facilities, if the event conflicts with the mission of the West Custer County Library, or would be disruptive to the use of the library by others.

***I agree to the above West Custer County Library Guidelines***

Applicant name (please print): \_\_\_\_\_ Group Name: \_\_\_\_\_

Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_