

AGREEMENT FOR COMMUNITY ROOM

We agree to pay \$40 per day rental fee. We will make a separate \$40 clean-up deposit, refundable if cleaning is completed as described. We are responsible for setting up, taking down and cleaning of all tables and chairs used.

We agree:

- To serve only light refreshments
- No cooking or warming of food is allowed i.e. crockpots, chafing dishes, etc.
- No alcoholic beverages or smoking
- No overnight functions
- Not to use tape or tacks on the walls
- Not to hang items from the ceiling
- No glitter or confetti

Due to unusual plumbing in the basement, the restroom stools will immediately malfunction if anything other than toilet tissue is placed in them. The library has posted signs in each restroom. We are aware of this and will inform our users.

We will return keys and clean up list in the book drop or front desk of library immediately after vacating the community room. In case of emergency, we will contact library staff. After hours we can call Pam Parton at (660) 663-5381 or Elizabeth Plotner 660-663-5645/605-2656.

Date of Event _____

Approximate Time, if known _____

Rental Check # _____ Amount \$ _____

Deposit Check # _____ Amount \$ _____

Equipment Needed _____

Signature _____

Telephone _____

07/18

Refund Date & Amount _____

DAVISS COUNTY LIBRARY COMMUNITY ROOM

Reservations are made by contacting the library at (660) 663-3222. The rental charge is \$40 per day (beginning at midnight on day of rental). There is also a \$40 clean-up fee, refundable if cleaning is completed as described. Renter must be 21 years old and is responsible for setting up, taking down, cleaning of tables and chairs and thorough vacuuming of room and hallway.

The room capacity is 125 people and is ADA compliant. No standing reservations can be made. (Example: Cannot reserve the first Monday of every month for an event). No overnight functions.

NO SMOKING ALLOWED

FOOD REGULATIONS: LIGHT REFRESHMENTS ONLY

ie. Cold cuts, salads, desserts

No cooking or warming of food is allowed i.e. crockpots, chafing dishes, etc.

No alcoholic beverages

EQUIPMENT & FURNITURE

1 each	2-tier serving table	1 each	12-cup coffee maker
5 each	6-ft folding tables	2 each	glass punch bowls
2 each	8-ft folding tables	24 each	clear glass plates
4 each	5-ft folding tables	34 each	glass punch cups
6 each	4-ft folding tables	38 each	dinner plates
11 each	24-in round folding bistro tables	15 each	coffee mugs (matching)
106 each	padded folding chairs		Various table coverings (plastic and cloth)
1 each	60-cup coffee maker		Various dish rags & cloths
2 each	30-cup coffee maker	5 each	ice cube trays

EQUIPMENT AVAILABLE UPON REQUEST (RESERVATIONS MUST BE MADE FOR THESE ITEMS)

Screen

WIFI Access

CLEAN-UP CHECKLIST

To receive your deposit back, please complete the following:

- Vacuum carpet thoroughly
 - *in order to achieve clean carpet, you may need to vacuum twice from perpendicular directions
- Sweep vinyl flooring, bathrooms and entry area
- Place all trash in bags (additional bags under sink) and place in trash barrel located inside storeroom closet
 - *not necessary to empty restroom disposals
- Leave kitchen sink and countertop clean
- Check bathrooms
 - *flush toilets, faucets off, lights/fans off, and toilets NOT running
- Lower blinds
- All lights turned off
- Coffee makers and utensils clean and put away
 - *leave soiled table cloths/dish towels in sink (we will clean them)
- Set thermostat to "off"

Thank you for using the Daviess County Library
Community Room!