**Shelly Cory Community Room Policy**

**Roy R. Estle Memorial Library, Dallas Center**

The library welcomes the use of its community room for civic, cultural, educational, social and public information programs and meetings. Permission to use the meeting room does not constitute an endorsement of the group’s policies or beliefs.

1. Library programs and library meetings will receive first consideration in scheduling of the room.
2. The community room is available without charge for local resident meetings or programs of nonprofit, educational, cultural, civic, professional groups or social purposes. The meeting room is available for profit enterprises for a fee of $50.00 per day made payable to the Roy R. Estle Memorial Library as well as the $50 refundable custodial deposit. There will be a $50 fee for non-Dallas Center residents to use the room.
3. We do not take multi-day reservations.
4. The deposit and/or fee must be paid at least 48 hours before receiving the key code. This deposit will be waived for City of Dallas Center boards. Room capacity - 229.
5. Reservations are made on a first come, first serve basis with the library staff. Reservations may be made up to 6 months in advance. No standing reservations will be accepted. The community room must be vacated by 11:00 pm, on New Year’s Eve by 1 am.
6. All groups reserving the meeting room must pay a $50.00 refundable deposit, regardless of the classification of the reserving party, in addition to any rental fee. The $50.00 custodial deposit will be returned once the room has been inspected by a library staff member and has been deemed to be in its original condition. **No red drinks or glitter allowed**.
7. Notify the library at least 48 hours in advance if a meeting must be cancelled.
8. A Community Room Rental Agreement must be filled out and signed by a responsible person (at least 18 years of age) within 2 business days. A reservation will be considered a soft reservation until the signed Rental Agreement has been received.
9. The person signing the Agreement is responsible for cleanup and any damage in the building, in addition to receiving the key code, and locking up the library.
10. The Roy R. Estle Memorial Library, the Dallas Center Library Board of Trustees, and the City of Dallas Center are not responsible for accidents, injury, or loss of individual property while using the meeting room.
11. The library will neither care for, nor store any material for groups using the room.
12. In the event of an unplanned/emergency library closure, room reservations during the closure may be cancelled.
13. All groups that use the facility will abide by the following guidelines. Anyone who fails to follow these provisions, along with any provisions outlined above, will be denied future use of meeting space:
* Open flames, including lit candles are not permitted
* Remove all food and trash before leaving
* Turn off all lights and appliances before leaving
* No smoking, tobacco use, alcoholic beverages, or controlled substances are allowed on library property
* Groups are responsible for setting up the room prior to their meeting and returning the room to its original arrangement afterward
* Individuals are responsible for supervision of their children
* No decorations may be attached to any walls, doors, windows or ceiling. Any damage done due of attaching decorations will result in keeping the deposit for repairs.

**Checklist for Leaving the Community Room**

Please complete the checklist when you are done and leave with the key in the black drop box. If you have any comments leave them on the comment line. Library staff will go through and check to make sure completed.

|  |  |
| --- | --- |
| **Renter’s checklist** |  |
| \_\_\_\_ | Clean kitchen area. This includes wiping down tables, chairs and counters. Cleaning supplies are provided. |
| \_\_\_\_ | Clean, sweep and mop any spills or debris on kitchen floor, program room floor and bathrooms. Cleaning supplies are provided. |
| \_\_\_\_ | Vacuum program room floor. |
| \_\_\_\_ | Return room to original arrangement. |
| \_\_\_\_ | Turn off all lights and flush toilets. |
| \_\_\_\_ | Take home all garbage. Replace trash bags in all trash cans. Bags are provided. |
| \_\_\_\_ | Lock outside door before leaving. Hang hex key on hook.  |
| \_\_\_\_ | Place checklist in black drop box on the way out. |
| \_\_\_\_ | Remove all items from refrigerator and wipe any spills. |
| \_\_\_\_ | Wipe any spills on stove or oven you made. |
| \_\_\_\_ | Make sure all appliances are turned off/or unplugged. |
| \_\_\_\_ | Make sure the thermostat is returned to original set point of 70 degrees. |
| \_\_\_\_ | Make sure to launder all used towels and rags and return. |

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

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Shelly Cory Community Room Reservation Form**

**(please print or type)**

Name of group or individual:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reservation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **by 11 pm**\_

(Refundable $50 deposit required) \_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Fee Due: \_\_\_\_\_\_\_\_\_\_\_\_\_

Food served: Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

Person responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signature of “Person responsible” indicates responsibility for damage, liability and any costs incurred as a result of community room use.

**I have received and read a copy of the Community Room Rental Agreement and agree to the terms. I understand that all of the refundable deposit may be forfeited if there is non-compliance with the rules or the Library is required to repair or to undertake extraordinary cleaning of the Community Room. Anyone who fails to follow these provisions will be denied future use of the Community Room.**

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

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Notes:

Key picked up \_\_\_\_\_\_\_ Deposit Paid \_\_\_\_\_\_\_\_\_\_ Key Code Assigned: \_\_\_\_\_\_\_

Reminder Sent: \_\_\_\_\_\_\_\_\_\_\_ Key Code Sent: \_\_\_\_\_\_\_\_\_

Other Notes: