

# ***Kingsville Public Library***

## **Library Space Use Agreement**

The attached form is to be completely filled out and signed by the person assuming responsibility for the group requesting use of the meeting room before a key will be issued. The Check-out Procedure Form is to be completed by the same person when the key is returned to the library. (The term "meeting room" in this policy refers to any room or space under the jurisdiction of the library.)

### **Library Space Policy (as prescribed by Library Board)**

1. One person from the group will assume responsibility for filling out this form, obtaining the key from staff during library open hours (Monday-Thursday 10am-7pm, **Friday & Saturday 10am-4pm**), and taking responsibility for the use of the meeting room, its furnishings and contents, and for securing the room and returning the key and comment form at the conclusion of the meeting. All fees and deposits must be prepaid.
2. Any form of gambling or any illegal activity is strictly prohibited.
3. Children under 18 years of age must be accompanied by an adult and supervised at all times. Hallways, restrooms, kitchen areas, and storage areas may not be used as play areas by children.
4. Library materials, furnishing and the library building shall not be damaged in any way. Any costs for damages shall be incurred by the person of responsibility.
5. Equipment and items stored in storage areas shall not be used or damaged in any way. The group shall furnish their own refreshments and containers unless prior arrangements have been made. Cooking is not permitted except in designated areas.
6. Rest rooms shall be left clean and tidy, all lights shall be turned out, and plugs for coffee makers and other appliances shall be unplugged and left clean. Unclean facilities shall result in a cleaning fee.
7. Trash shall be placed in the proper waste containers and all furniture shall be left in the original places. **All trash generated by the group shall be removed from library property** unless prior arrangements have been made. Trash left by groups will be subjected to a fee to cover the cost of removal.
8. There shall be no smoking in the building at any time. This includes meeting rooms, rest rooms, hallways and adjacent storage areas. **Smoking is not permitted on porches, walkways, or any grounds owned by the library.** Cigarette butts should be placed in receptacle located in front of the building.
9. The use of any form of alcohol or drugs is strictly prohibited on library property.
10. There shall be a low noise level and consideration for library patrons, employees, and library neighbors at all times.
11. **A \$25 refundable deposit and usage fee shall be collected at the time of reservation.** This deposit shall be refunded by mail within 30 days after an inspection of the room and grounds by the Director or designee affirms that the building use policies have not been violated. The refund shall be voided if the library incurs any costs due to violations of the Use Agreement. Loss of refund shall not absolve the responsible party for any damages or costs exceeding the amount of the deposit.

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12. A minimum cancellation notice of 72 hours is required to receive a full refund of the usage fee and deposit. The \$25 deposit will be retained with less than 72 hours notice of cancellation.

13. Fees shall be as follows:

**Library Patrons:**

Use of the Simak Welcome Center	Less than four hours: \$50 Greater than four hours: \$100
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1 hour before & after reservation time is allotted for set-up and cleanup

Use of Simak Welcome Center kitchen facility	\$25
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Use of Simak Welcome Center appliances	\$10 per item
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Use of Library Meeting room	no charge
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**Non Patrons:**

Use of the Simak Welcome Center	Less than four hours: \$75 Greater than four hours: \$125
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1 hour before & after reservation time is allotted for set-up and cleanup

Use of Simak Welcome Center kitchen facility	\$25
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Use of Simak Welcome Center appliances	\$10 per item
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Use of Library Meeting room	no charge
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**Checks are cashed at the time of the reservation.**

Fees may be reduced or waived at the discretion of the Library Board of Directors. An example of a waiver might include the use of a meeting room by a charitable or non-profit organization. In such cases, the organization is encouraged to make a financial donation to assist in the building expenses.

14. All groups using meeting rooms shall abide by all local, state and federal laws. No group shall have a meeting which exceeds the capacity of the building as specified by local fire code. No group shall move furniture or otherwise make arrangements which result in blocking of fire exits, or which would endanger any person utilizing the building. Groups utilizing the library facilities shall not park vehicles on grass areas in the area, disturb neighboring property, block driveways, or otherwise restrict the normal flow of traffic.

15. Reservations will be accepted one year in advance from the date of the event on a first come first serve basis.

\_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Day of Week

### Simak Welcome Center Reservation Form

(to be filled out by the responsible party prior to use)

Responsible Party \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Is your organization a recognized non-profit organization? Yes or No (circle)

Date of meeting \_\_\_\_\_ Day of Week \_\_\_\_\_ Times: From \_\_\_\_\_am/pm to \_\_\_\_\_am/pm

Purpose of meeting \_\_\_\_\_

Additional Requests (kitchen facility and appliances):

Usage Fee \_\_\_\_\_ \$ \_\_\_\_\_ Use of Appliance: \_\_\_\_\_ \$ \_\_\_\_\_

Usage of Kitchen \_\_\_\_\_ \$ \_\_\_\_\_ Use of Appliance: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Usage Fee Amount** \_\_\_\_\_

*I have read the Simak Welcome Center Use Agreement and shall inform the individual group members of these rules. I am aware that I am responsible for ensuring that all group attendees abide by the policies that I have reviewed. I have been instructed in the method of unlocking and locking doors. I will inspect the facility after the event is concluded to ensure that all items on the check list provided are completed **including removal of all trash from library property**. I will ensure that the facility is locked and the check-out list and key is returned according to the directives provided. I understand all checks are cashed at the time of the reservation.*

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Today's Date \_\_\_\_\_

#### FOR STAFF USE ONLY

Usage Fee \$ \_\_\_\_\_ **plus \$25.00 (refundable) Deposit** = **Total Amount Collected:** \_\_\_\_\_

Date Collected \_\_\_\_\_  Check # \_\_\_\_\_ Amount \_\_\_\_\_

Staff Initials \_\_\_\_\_  Cash Amount \_\_\_\_\_

**Deposit Refund Date** \_\_\_\_\_ **Refund Amount** \_\_\_\_\_ **Staff Initials** \_\_\_\_\_

**Kingsville Public Library**  
**Simak Welcome Center Check-Out Procedure Form**

This check-out list shall be turned in with the key at the conclusion of your meeting. Be sure to check and mark each item applicable to ensure that all items have been completed prior to returning the key. Check-out procedure must be filled out completely before deposit will be refunded.

- \_\_\_\_\_ all trash (inside/outside of building) is bagged and removed from the Simak Welcome Center & Library property
- \_\_\_\_\_ all rooms are clean and floors swept of debris
- \_\_\_\_\_ all furniture is placed in the same location as prior to the event; tables wiped down
- \_\_\_\_\_ all thermostats set to the lowest position/or air conditioner turned off using the remote control
- \_\_\_\_\_ restrooms are clean
- \_\_\_\_\_ toilets have been flushed clean, no water is running (please double check toilets!)
- \_\_\_\_\_ all lights are shut off

**Applicable for Kitchen Usage:**

- \_\_\_\_\_ refrigerator is wiped clean
- \_\_\_\_\_ stove and oven are off
- \_\_\_\_\_ all water faucets are off, sink is clean of food debris
- \_\_\_\_\_ kitchen area is wiped clean of any food debris and floors swept
- \_\_\_\_\_ all electrical appliances are cleaned, unplugged and/or turned off

**\*\*REQUIRED\*\***

_____	_____	_____	_____
Signature	Date	Time of Departure	Phone Number
_____ / _____	_____		
<b># OF ADULTS</b>	<b># OF CHILDREN ATTENDING EVENT</b>	Name of Organization (if applicable)	

**Comments (any problems/damage to be reported):**

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**Please return this checklist with the key to the library**

### Welcome Center Reservation form Instructions:

1. Verify whether the responsible party is a patron or non-patron.

- Run their name through CLEVNET and search for a card. E.g. May I please have your name?

- Ask them if they have an active library card. (If they do not have a card they are **not** allowed to sign up for one that day to get the discount. (We should encourage them to get a card so they can get the discount next time. Do this at the end of the conversation, it will be less confusing). I would prefer they have had a card for 3 months to get the patron rate. But, we can be flexible with that on my discretion.

2. Review the fee policy with them, including the cost of using the kitchen or appliances available. (4) Roasters, (1) 55 cup coffee makers and (2) 30 cup.

3. Review Library open hours and when keys may be picked up. Remind patrons that we close at 4pm on Fri & Sat.

4. Any non-profit service organization that volunteers or performs special fundraising for the library is not charged a fee. e.g. Boy Scouts, Girl Scouts, Quilters, KTFD Boosters, Kingsville Heritage Society, etc. At this time we also allow the aerobics, exercise class, line dancing & MRDD to use the facility with no fee.

5. If the group is not listed above always review the Usage Fee Policy with them. If they question the fee because they are a non-profit, refer to item #13 on the Use Agreement: ***Fees may be reduced or waived at the discretion of the Library Board of Directors... the organization is encouraged to make a financial donation to assist in the building expenses.*** Let them know you will have to ask. The staff member should immediately ask the Director if available in person or by cell phone; otherwise let them know you will get back to them.

6. Give them the Room Use Agreement and Reservation Form (\* See example) Offer them a seat so they can read the agreement and fill out the form. **Point out the trash policy.** Answer any questions they may have.

7. Checks will be deposited at the time of reservation. That is listed twice on the forms. They no longer have to write (2) checks. The person can give us the deposit in cash if they like and we will hold that in the file.

8. Deposit refunds will be processed within 10 days of the event and will be mailed. If they gave us a cash deposit and the library is open at the end of the event, we can refund the amount immediately if Mary, Chris or Mariana are here to access the funds in the file cabinet.

9. Set-up and clean-up will depend on the number of reservations on a particular day. Allow a minimum of 1 hour for clean-up time when booking reservations. They may come in a couple hours in advance to set-up as long as there is no other party scheduled. Please try to be mindful of this if we are booking multiple parties on the same day.

10. Photocopy the reservation form and attach the check/cash. Place in Chris's mailbox. Keep the original yellow copy at the circulation desk.

Notes: