

Clarion Free Library
Meeting Room Policy &
Rental Agreement

The public meeting room of the Clarion Free Library is available on equal terms to all non-profit groups and individuals in the library's service area, regardless of the beliefs and/or the affiliations of the individual or the group members. Granting permission to use the library facility does not constitute endorsement by the library's Board of Directors or staff of the user or of his/their beliefs.

The meeting room is only available for use by the general public during the hours the library is open.

The meeting room is for meetings and programs of an educational, informational, cultural, or civic nature to enhance the library's role as an institution that connects people with information. The room may also be used by for-profit organizations or for social functions for a fee.

As of July 1, 2012 the fee schedule is as follows:

For profit groups or individuals: \$35.00/session

Parties/social functions: \$30.00/session

Some audio-visual equipment is available for use in the room but must be reserved ahead of time and may be only used for educational purposes. For profit groups/individuals and social functions must provide their own equipment.

The room may be reserved in advance and will be scheduled on a first-come first-served basis. Although a booking may be taken by phone or email, the reservation is not considered confirmed until the user has paid the appropriate fee and the rental agreement has been signed. A person who books the room by phone has until the close of library business the following day to complete this obligation. A rental agreement must be signed and a fee paid for each use of the room.

In the event the scheduled meeting or use of the room is cancelled, the group or individual shall notify the library as soon as possible so that the space may be made available to others. If and only if a meeting is cancelled with 24 or more hours notice, the group or individual will receive a refund of the meeting room rental fee. If notice of cancellation is received with less than 24 hours notice or the user simply does not use the room when scheduled, no refund of the meeting room fee will be made, regardless of circumstance.

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Date of Request: _____ Requested Date: _____

Person/ Group applying for use: _____

Address: _____

Phone #: _____

Email: _____

Time of use: From: _____ To: _____

I have been made aware of the \$75 cleaning fee resulting from unreasonable use of the room.

Yes _____ (initial)

I have been made aware of the cancelation policy. Yes _____ (initial)

I have read and understand the attached Meeting Room Policy/ Rental Agreement and agree to abide by its provisions.

Signature: _____

Date: _____

Staff Use

Is requester required to pay a fee: YES NO

Fee Collected: YES NO

Amount Collected: \$ _____ Check # _____ Cash _____

Date & Time Marked on calendar: YES

Staff Initials: _____

Date: _____

* The room will NOT be reserved for paying groups until payment has been received.