

## Henderson County Public Library District Meeting Room Rental Agreement

The Meeting Room is available at HCPLD for educational, civic, cultural and public information meetings.

The Henderson County Public Library District agrees to provide the use of the Meeting Room to individuals and groups for their use according to the terms and conditions listed below.

### **Terms and Conditions**

1. The capacity of the Meeting Room is **50 people**.
2. Groups using the room must set up for their meeting.
3. Use of the Meeting Room and Kitchen (tables, chairs, etc.) is allowed **but those items must be put back in the same location and condition as they were found**.
4. Food and drink are permitted in the meeting room; however, groups are required to clean up after themselves.
5. Trash receptacles are provided for those using the Meeting Room but all trash must be bagged and placed in the trash bin on the side of the building.
6. The library provides general janitorial services, but everyone is asked to assist in keeping the room clean and neat. The room is equipped with general cleaning supplies (broom, swiffer, dish cloths, etc.)
7. Henderson County Public Library District, or any individual associated with this institution, will not be responsible for any accident or injury associated with any individual or groups use of the Meeting Room.
8. Any problems with the use of the facility should immediately be reported to staff.
9. Any damage to the Henderson County Public Library Meeting Room, its contents, or property should be immediately reported to staff. The group may be held responsible for any damage or loss of items stolen as a result to the activities held in the Meeting Room.
10. People using the meeting room may not leave children unattended in the Library. The Library does not provide baby-sitting services for children of people using the room.
11. The building is a "Smoke Free Area". No smoking allowed.
12. No alcohol of any kind is allowed in the facility or on HCPLD property.
13. When locking up and leaving, make sure all lights are off and leave the key on the counter.
14. Regardless of how frequently a group requests the use of the meeting room, nothing should be left in it, we do not offer storage. Items left behind are not the responsibility of the Library.

Public use of the library's meeting room is permitted both during and after business hours. The inner library's doors will be shut after hours, although patrons can still use the bathrooms in the foyer. Meeting Room Policy & Emergency Contacts List are located in the cabinet with projector equipment.

Items Available when using the Meeting Room: Please put a check mark next to the items you will be using

- ☐ 50 Chairs; 3 - 6ft Tables, and 3 - 8ft Tables (more tables available upon request)
- ☐ Free Wi-Fi Access
- ☐ Ceiling Mounted Projector/ Pull down Projector Screen
- ☐ Built in White Board
- ☐ Kitchen Area with sink (mini refrigerator or microwave available upon request)
- ☐ TV/DVD Player
- ☐ Podium

**Renter Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Rental Date/Time:** \_\_\_\_\_ **Approximate Number of Attendees:** \_\_\_\_\_

**Event or Activity to be Held:** \_\_\_\_\_