

# Flora Community Room Rental Agreement

**Estacada Public Library • 825 NW Wade St. • Estacada, Oregon, 97023 • 503-630-8273**

Date \_\_\_\_\_ Non-profit \_\_\_\_\_ Individual \_\_\_\_\_ For-Profit \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date of Meeting/Event: \_\_\_\_\_ Hours Needed: (include set-up and clean-up) \_\_\_\_\_

Type of Meeting/Event: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_

Cleaning deposit received? (\$50) Yes \_\_\_\_\_ Key deposit received? (\$50) Yes \_\_\_\_\_ n/a \_\_\_\_\_

Total Fee Amount: \_\_\_\_\_ Total Amount Received: \_\_\_\_\_

Will refreshments be served? Yes \_\_\_\_\_ No \_\_\_\_\_ Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_

**An OLCC permit is necessary if alcohol is served.** For information on the OLCC permit:

<http://oregon.gov/OLCC> Permit obtained? Yes \_\_\_\_\_ No \_\_\_\_\_ Copy attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Amplification, microphones or music planned? Yes \_\_\_\_\_ No \_\_\_\_\_ Approved by \_\_\_\_\_

Will you be hanging items on walls? Yes \_\_\_\_\_ No \_\_\_\_\_ Approved by \_\_\_\_\_

*I have read, and agree to comply with, the Estacada Public Library Community Room rental agreement rules. I understand that neither the Estacada Public Library Board of Trustees nor the City of Estacada shall be responsible for injury to persons or property that occur while the Community Room is being used. I am at least 18 years of age. The undersigned is authorized to execute this agreement on behalf of the Group.*

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\*\*\*\*\*

## **Clean-up checklist:**

**Complete this checklist and return the entire page to the front desk when your event is over.** After hours, put it in the book drop.

Trash taken to dumpster? (located at north end of parking lot) \_\_\_\_\_

Tables wiped down? (cleaning supplies in pantry) \_\_\_\_\_

Tables and chairs stacked neatly in storage room? \_\_\_\_\_

Equipment returned to storage room? (if used) \_\_\_\_\_

Floor vacuumed? (vacuum in closet) \_\_\_\_\_

Coffeemaker cleaned and stored under sink? (if used) \_\_\_\_\_

Pantry cleaned? (if applicable) \_\_\_\_\_

Key returned to outside box? (if after hours) \_\_\_\_\_

Storage closet and doors locked? \_\_\_\_\_ Staff initials \_\_\_\_\_

### USAGE FEES:

**\$50** refundable cleaning and damage deposit (**paid by all renters**)

**\$50** refundable key deposit for using facility after-hours

**\$0**/per hour fee for non-profit (501c3) organizations and Estacada city entities

**\$5**/per hour fee for individuals

**\$25**/per hour fee for-profits (For-profit is any medium/large business or corporation, and any small-or-home-based business that will charge \$10 or more per attendee.)

**\$250** per day for parties and weddings

**\$500** refundable cleaning and damage deposit for parties and weddings

### **Flora Room Availability:**

Meetings and events can begin Monday through Sunday, 8 a.m. to 8 p.m. If your event begins or ends while the library is open, please tell library staff at the circulation desk that you have arrived or are leaving.

### **Meetings that begin or conclude outside library hours:**

**Library doors are locked at closing time. You can exit through the main entrance but you will not be able to re-enter.** If the library is closed when your meeting/event begins you must get a code for the key lock box and security alarm keypad. When all meeting attendees have arrived set the main entrance door to 1-way exit.

***Do not prop any doors open at any time.***

### **When your event is over:**

\* Make sure the doors to the garden/labyrinth area are securely closed. If you plan to open the doors, ask a staff member how to properly open and close them. The single door must be pulled tight and the accordion doors should be engaged in the track with the handles pointing down. Take care raising and lowering the shades as they can get stuck.

\* For your security, please be aware of who is entering and exiting the building, and *do not allow people who are not attending your event to enter the building.*

\* Remember to leave your clean-up checklist at the Circulation Desk or in the bookdrop.

\* Use your code to set the security alarm and use the key to set the door lock to OFF. Return the key to the lock box. Lights will turn off automatically after you have left the building.

### **Rules:**

- You must sign a rental agreement and pay the deposit before we will reserve your event on the calendar, thus confirming the reservation. Please do this as soon as possible in order to reserve the date you want.
- A maximum of 12 parking spaces are available for your group during library hours; extra cars must park on the street.
- Maximum capacity is 150 standing (with no furniture) or 60 seated. The renter is responsible for ensuring these limits are not exceeded. Ten 6'x 3' tables and 60 stacking chairs are provided.
- Reservations can be made up to three months in advance. The group must give a minimum of five days notice of cancellation to the library or the rental fee will not be returned.
- The deposit(s) will be returned upon receipt of key (if applicable), and the clean-up checklist, and after library staff has inspected the room.

- The library reserves the right to cancel a reservation with a five-day notice, except weddings and large parties.
- No smoking and no firearms are permitted at any time.
- No alcohol is permitted unless a special event OLCC license is obtained.
- All meetings and events must conclude by 11 p.m.
- Food and drink can be served. There is a small pantry available for food preparation. A coffeemaker is provided.
- The Community Room must be left clean. All garbage must be removed from the premises. Tables and chairs must be returned to the storage room neatly.
- The applicant is responsible for any damage to the building, furniture or fixtures during your use of the Community Room.
- You must receive library approval to use amplification, microphones or music, and you must comply with city sound ordinances.
- You must receive library approval to hang items on the walls.
- Children must be supervised.
- The library is not responsible for lost or stolen items.
- A free public phone is located in the lobby.
- A fire extinguisher and fire alarm are located in the lobby.
- Lock the storage closet and Community Room when you leave.

**Thank you and we wish you a successful event!**

Rev. Dec. 2010/mk