

Walton & Tipton Township Public Library Community Room Policy

Call
574.626.2234 or
email
[waltonlibrary@
walton.lib.in.us](mailto:waltonlibrary@walton.lib.in.us)
for help

- (1) Reservations required seven (7) days in advance.
- (2) No buying or selling is permitted, except at functions hosted by the Library or Friends of the Library.
- (3) No tobacco or alcohol permitted.
- (4) Children/teens may use the rooms with responsible adults present (**one (1) adult per ten (10) children**).
- (5) No attendance fee or cover charge may be collected. Allowances will be made to collect money to cover costs of handouts or materials supplied.
- (6) Use will be denied for political rallies, partisan events, religious services, or evangelical meetings. However, exceptions will be made for elected officials to meet with constituents.
- (7) Light snacks will be allowed, but no full meals.
- (8) Food brought into the Library must be removed within 24 hours.
- (9) Music and noise must be kept at a reasonable level as determined by Library personnel.
- (10) The Library does **not** have staff available for loading, unloading, or carrying a group's materials. Set up of tables/chairs is sole responsibility of each group.
- (11) Audio/Visual equipment may be reserved along with the room. Groups must supply their own equipment operators. Equipment must be used with care. *See the room request form for specific equipment.* Walls must **not** be damaged, which means tacks, nails, screws, and other damaging items are **not** permitted.
- (12) Library programs take precedence over all other activities.
- (13) No open flames allowed.
- (14) All state and local health laws must be obeyed. For more information on the laws, visit the Attorney General site and select "Laws."
- (15) Red punch cannot be served.
- (16) A \$40 refundable fee includes the following:
 - (a) \$25 key deposit AND
 - (b) \$15 if the room has been cleaned up after an event. If the Library janitor/custodian is required to clean up after an event, the \$15 deposit is waived. **Other fees may be incurred for stains, whether on countertops/tables/carpet, and/or for other property damage that may occur.**

(17) Rental fees:

(a) Non-profits → Hourly rental fee is waived. Fees listed in (16)(a) and (b) are due one week (7 business days) prior to any event with the fees refunded after an inspection by Library staff determines premises are acceptable. If the inspection finds damage, all fees are kept by the Library, thereby not refunded.

(b) For-profits and other entities → Hourly rental fee is \$20. Fees listed in (16)(a) and (b) are due one week (7 business days) prior to any event with the fees refunded after an inspection by Library staff determines premises are acceptable. If the inspection finds damage, all fees are kept by the Library, thereby not refunded.

(1) *If \$40 refundable fee is **not** paid one week (7 business days) prior to date of intended rental, the room may not be held.*

Keys:

(a) Keys MUST be returned directly after the meeting/event by placing the keys in a provided envelope and depositing them in the book return slot next to the front door.

RENTAL FEE TABLE

Rental hours with total

Required deposit for keys & cleaning	\$40	One (1) hour	Two (2) hours	Three (3) hours	Four (4) hours	Five (5) hours
	\$40	\$60	\$80	\$100	\$120	\$140

(18) A copy of state ID/photo ID of person who is renting room **must** be provided upon payment of deposit.

I understand, accept, and consent to all of the requirements stated in this Community Room Policy.

 Printed Name

DATE: _____

 Signature

Walton & Tipton Township Public Library Community Room Request Form

(Use one Form for each meeting date.)

GROUP NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ Circle One: Landline / Cell

REQUEST TIME _____ AM / PM DATE _____ TOTAL HOURS _____

Check furniture/equipment needed:

Chairs Small Tables (60x18) Large Tables (6')
 DVD Overhead Projector Screen
 Easel & Dry Erase Board Extension Cord

Check kitchen equipment needed:

Coffee Pot Punch Bowl Microwave Refrigerator

Groups are required to abide by the rules governing the use of the Library and the Community Room Policy agreement. By signing below, I, the Community Room renter and user, accept to pay the Library for any damages to the room and/or equipment that may be used during my use:

Printed Name DATE: _____

Signature

Library Use Only:

Reservation approved by: _____ Date: _____

Fee Paid: Amount \$ _____ Cash or Check Number _____

Name on check if not the organization's name: _____

Receipt dated: _____ Date Key Given: _____ Date Key Returned: _____

Number of hours needed: _____ Key Number: _____

Total Cost: _____

Room Inspected By: _____ Fees refunded: Circle One: Yes / No

Condition: Acceptable Not Acceptable

List problems: _____