

Mars Area Public Library Community Room Rental Form

(Please see the following pages for fee schedules, policies, and rules)

Name: _____

Organization/Business Name (if applicable): _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Program/Group/Event: _____

Description:

Expected Attendance: _____

Date of Rental: _____

Hours of Rental: _____ am/pm to _____ am/pm

Resident/Nonprofit: _____ Non-Resident/Business: _____

Room Requested: _____ (Red) _____ (Blue) _____ (Both)

Total Due: _____

Signature: _____ Director Signature: _____

By signing above, you confirm that you have read, understood, and agree to abide by the rules and responsibilities outlined in this document. Your signature indicates your commitment to comply with these guidelines and accept any associated consequences for non-compliance

Fee Structure

The Community Room offers a fee structure based on resident/nonprofits or non-residents/businesses.

Resident/non-profit is defined as individuals residing within Mars, Adams Township, Middlesex Township & Valenica or those associated with a registered non-profit organization.

Rental rates are subject to change at the discretion of the Director or Board of Trustees

It is at the sole discretion of the Library Director if the meeting room fee is waived.

Payment is accepted once the room has been approved by the Library Director. The Library is able to take cash, check or card payments at this time.

Community Room	Resident Fee/ nonprofit	Resident	Non-resident or Business	Non-Resident or Business
Community Room (Purple)	\$100.00 <3 Hours	\$300.00 > 4 Hours	\$150 <3 hours	\$400 > 4 hours
Community Room Blue (Kitchenette side)	\$50/hour	X	\$75/hour	X
Community Room Red	\$50/hour	x	\$75/hour	X
After normal operating hours or Sunday rentals: Additional \$25 Charge Setup time is not included, please rent set up time accordingly Times can be booked in 30 minute increments				

General Rules:

PERSON RESPONSIBLE (PERSON LISTED ON AND WHO SIGNED THE RENTAL FORM)

- The adult applicant, over 21 years of age, must be the person in charge of the group and must accept responsibility for the group. The adult applicant must be present at all times during event.
- Is responsible for set-up and clean-up of the space. This includes placing all trash in the appropriate bins located outside of the library.
- Will be responsible for the cost of any damage or clean-up that requires special cleaning products or professional services.
- Illegal gaming is prohibited.
- No alcohol or tobacco products may be used on the premises.
- Group activities which may damage the room or cause excessive wear will not be permitted. Groups will be restricted to the areas specifically requested.
- Nothing, including tape, may be affixed to the walls or ceilings.
- Food and/or catered events are welcomed. Provide your own towels and paper products.
- In the event the room key provided to the responsible party is lost, the responsible party will be held liable for the expense of a lock replacement.
- The Library will not be responsible for any injuries, loss or theft.

Community Room Policies

- Library Community Rooms are maintained primarily for use by the Library to accomplish its mission. If the Community Room is not scheduled for a Library related function, members of the public may apply to reserve the room. Each event request is considered on an individual basis according to the overall number of pending requests, staffing implications, and Library priorities.
- The Library provides meeting rooms for members of the public on an equitable basis regardless of beliefs or affiliations or groups requesting the room.
- All groups must complete an Application for Community Room Use.
- Permission to use the Community Room in the Library in no way constitutes an endorsement by the Library or its Board of the beliefs of the organization or individual using the space. No advertisement or announcement implying such endorsement are permitted.
- The Library may deny the use of a meeting room to an applicant or terminate use of the Community Room if in the Library's opinion;
 - The purpose of the meeting or activity is illegal or potentially hazardous
 - The meeting presents health or security risks
 - The conduct of the meeting interferes with the functioning of the Library
 - The applicant has not provided satisfactory adult sponsorship and supervision
 - The applicant has failed to comply with room and other Library regulations
 - If there were issues or complaints from past events or additional clean-up costs were not resolved.

Reservations

- Reservations are on a first-come first served basis and are not guaranteed until payment for room rental is received.
- Meeting room reservations must be made at least one week in advance. The Library will use its best efforts to accommodate requests made with less than one week in advance.
- **Cancellations:**

Room Reservations are non-refundable

If a room is cancelled with a week or more notice, room credit will be given within the year.

The Library reserves the right to cancel a reservations. Room credit with no end date will be issued if this were to occur.

Features:

- The Library has approximately 21 tables and 140 chairs. This is subject to change.
- The entire room, with tables & chairs, holds approx. 100 people and approximately 140 with just chairs.
- Wireless internet is available.
- TV/AV equipment is available at the discretion of the Library Director.
- One side of the room includes a Kitchenette with Microwave & Refrigerator. Make sure to book the blue side or the full room if you need these items.