

**COLEMAN AREA LIBRARY
STROSACKER COMMUNITY ROOM
RENTAL AGREEMENT
TERMS & CONDITIONS**

It is the intention of the Coleman Library Board to allow community members the use of the Strosacker Community Room under the following rules and conditions:

1. Rental hours are between 8:30AM and 10:00PM.
2. The Library Board and/or Director reserve the right to refuse any group or individual the use of the facility.
3. There will be no more than 48 people in attendance at one time.
4. Non-profit groups may qualify for a free or reduced rate, based upon the decision of the Library Board and /or Library Director.
5. You are responsible for providing your own food, dishes, cutlery, table covers, dish cloths, dish towels, soap and trash bags. We do not have refrigeration, so we suggest that you bring coolers.
6. You are responsible for removing your trash.
7. All groups and/or individuals are responsible for damage to the building, furniture and equipment. You are responsible for cleaning the Strosacker Community Room, foyer and restrooms. These areas should be in the same condition as when you arrived.
8. Children are to be kept under adult supervision at all times.
9. There will be no alcoholic beverages, tobacco, confetti, glitter and candle use in the building. Smoking is allowed outside, 20 feet from the entrance to the Library.
10. Rental for the Strosacker Community Room is \$75.00 a day. This includes a \$20.00 deposit which will be refunded upon approval that the Strosacker Community Room was left in the same condition as it was when you arrived.
11. Library Board Members, Library Staff, Library Planning Committee and their families may use the room free of charge, however, the deposit is to be paid and refunded upon approval that the Strosacker Community Room is left in the same condition as it was when you arrived.
12. Reservations for the Strosacker Community Room will be handled by Gale Nelson with Linda Anthony assisting when needed.

13. Individuals and organizations cannot use the room for the purpose of personal gain.
14. Reservations must be made by a responsible adult who will be held responsible for the liability of the rental group. This person must be present during the rental of the Strosacker Community Room. It will be their responsibility to ensure all building regulations, fire safety regulations and completion of the Strosacker Community Room checklist are enforced and completed. Failure to adequately supervise and follow these guidelines will result in termination of the rental agreement without a refund.
15. Rental agreement and a check payable to the Coleman Area Library for \$75.00 must be completed prior to rental of the Community Room.
16. A copy of the checklist has been attached for your review and completion upon your closing the building. Be sure to leave the **key and the completed checklist** in the provided envelope and drop in outside drop box.

I HAVE READ AND AGREE TO ALL THE ABOVE TERMS & CONDITIONS.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____