

**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. Reservations must be made by a responsible adult who will be held responsible for the liability of the rental group. This person must reside within the Coleman Area Library's service area and 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.
5. Rental for the Strosacker Community Room is \$100.00 a day and must be paid in full prior to the rental date. This includes a \$20.00 deposit which will be refunded upon approval that the Community Room was left in the same condition as it was when you arrived.
6. Non-profit groups may qualify for a free or reduced rate, based upon the decision of the Library Board and /or Library Director.
7. Individuals and organizations cannot use the room for the purpose of personal gain.
8. You are responsible for providing your own food, dishes, cutlery, table covers, dish cloths, dish towels, soap and trash bags. The room does not have a refrigerator, so we suggest that you bring coolers.
9. 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.
10. Children are to be kept under adult supervision at all times.
11. Alcoholic beverages, tobacco, confetti, glitter and candles are prohibited inside the building. Smoking is allowed outside, 20 feet from the entrance to the library.
12. Library Board Members, Library Staff 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.
13. 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 them in outside drop box.

I HAVE READ AND AGREE TO ALL THE ABOVE TERMS ONDITIONS.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____