

Campbellsport Public Library Meeting Room Agreement

Users of the meeting room and facilities will abide by the following terms and conditions:

Meeting Room Hours

- Available during regular library hours and during non-operating hours by advance reservation.

Reservation of the Meeting Rooms

- The Library meeting room can be reserved by calling the Library or by stopping in during regular hours.
- Reservations may be made up to 60 days in advance and will be confirmed when agreement is signed and (if applicable) the rental fee is paid.
- Charge for the meeting room is \$65 per day for any programs charging a fee, business meeting or small group celebration.
- Reservation must be canceled with at least 48-hour notice for the fee to be refunded.
- Reservation of the library basement does not include use of the small room or the contents therein. The doors of the small room will be locked and must remain locked during the duration of the event. If a patron wishes to include the small room in the rental, an additional \$65 dollar fee will be charged.

Equipment

- Equipment available for use includes the following: DVD player, AV cart, projection screen, coffee pot, oven, refrigerator, chairs and tables. [Check Agreement for applicable fees]

Refreshments

- No alcoholic refreshments of any kind will be allowed at a public event.
- Private parties may responsibly serve alcohol if all alcohol and the empty containers are removed immediately after the event.

Keys, Locks and Lights

- The user is responsible for all keys in his/her possession. Keys may not be used by unauthorized personnel.
- Exit doors shall remain clear and not be blocked off in case of an emergency.
- User is responsible for turning off all lights, with the exception of night lights.
- Please see the meeting room rules for location of light switches and directions for using the allen wrench (to lock door in open position).

Cleaning

- Decorations must be completely taken down.
- Cleaning is to be done immediately after the conclusion of the event, including vacuuming.
- Garbage must be bagged and taken to the dumpster.
- Recyclable materials must be placed in the blue recycling bin and taken to the dumpster.

Use of Premises

- Users will receive the premises in good condition and sanitary order
- Users shall be held responsible and pay for any damage to the premises and/or equipment.
- The Campbellsport Public Library is a smoke-free building.

Conduct

- Violation of any segment of this agreement and/or Village codes will be just cause for the denial of future reservation of Library facilities. Rowdy behavior or disturbances to adjacent residential neighborhood will be just cause for immediate cancellation of the activity by the Campbellsport Police Department (one warning will be given to the organization before cancellation).

All items in this policy are under the discretion of the library director and board and are subject to change