

Perry Public Library
1101 Willis Avenue
Perry, Iowa 50220

Staff Initials: _____

Event Date: _____

Name: _____

For Profit / Private Non Profit

Fee: _____ Paid: _____

Deposit: _____ Rcvd: _____

Room: Large Small Study Room

Meeting Room Policy and Responsible Party Agreement Form

Please initial next to each statement to indicate that you have read and understand the Perry Public Library's Meeting Room Policy.

- _____ 1. Library programs and library meetings will receive first consideration in the scheduling of any room use.
- _____ 2. The meeting rooms and study room are available without a meeting room charge for meetings or programs of nonprofit organizations of civic, cultural, service, educational, and governmental agency programs and meetings. All other events including recitals, family gatherings, and class reunions, will be charged a \$50 meeting room rental fee that is payable to the Perry Public Library prior to the use of the meeting room or the study room.
- _____ 3. All meetings will be held during regular library hours, Monday through Friday. On Saturdays, the meeting room and the study room may only be rented for private parties from 11 a.m. to 3 p.m. No rentals for private parties will be made on Sundays. Any meetings requiring the use of the meeting room outside of normal library hours must receive the approval of the Director. All bookings shall be made in advance by a responsible person (over age 18). No standing reservations will be accepted.
- _____ 4. There is a \$50.00 custodial deposit *regardless of the classification of the entity*, in addition to any rental fee, required for any serving of food or drink in the meeting room. Library kitchenette facilities are available for light refreshments in connection with meeting room. Food is prohibited in the study room. Patrons may have non-alcoholic beverages in the study room if the containers have lids. The \$50.00 custodial deposit will be returned once the room has been inspected by a library staff member and has been deemed to be in its original condition.
- _____ 5. All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage to the room or library equipment, or extraordinary room clean up that result from use.
- _____ 6. The library will not care for, nor store any material for groups using the room. The Library will not be responsible for theft or damage of equipment or material supplied by users. This includes personal items.
- _____ 7. Programs by organizations that could obtain financial gain are prohibited except for author / book talk programs.
- _____ 8. Attendance is limited to the posted room capacity, which can vary depending on the room arrangement. The Library will terminate meetings, programs, or events with attendance that exceeds room capacity.
- _____ 9. The Library's Conduct Policy applies to use of the meeting rooms.
- _____ 10. The library shall be notified if a cancellation becomes necessary. Failure to cancel in advance of the meeting will cause forfeiture of any fees and may result in denial of future reservations. No group or party may transfer use of the room to another group.

- _____ 11. Upon arrival, all groups must check in at the Circulation Desk. The reserving adult must remain in the room throughout the reservation. The room will be inspected by Library staff and person reserving the room for condition at the end of the reservation time.
- _____ 12. All entities using the meeting rooms must have the room cleaned, returned to standard set-up pattern, and staff checked by fifteen minutes before closing or the entity will forfeit their \$50 deposit.
- _____ 13. All Library audio-visual equipment used by the renters must be inspected by Library Staff at the end of the reservation time to check its condition.

Name of Responsible Person: _____

Address: _____ Phone: _____

Signature: _____ Date: _____

Room inspection by library staff member at conclusion of event:

Custodial Deposit **Returned:** _____ Custodial Deposit **Not Returned:** _____

Responsible Party Signature: _____ Date: _____

Library Staff Signature: _____ Date: _____

Checklist for Cleaning the Large Meeting Room:

All cleaning products are in a supply bucket underneath the sink in the kitchen.
The vacuum cleaner is in the back hall. Brooms and dry mop are located behind kitchenette door.

_____ Has the floor been vacuumed, swept, and mopped? No visible debris on the floor.

_____ Have all spills been cleaned up on the floor?

_____ Have all spills been cleaned up on kitchen floor, front hall, and bathrooms.
No stickiness on floors or visible debris.

_____ Are all counters and sink cleaned and wiped down?

_____ Is the microwave clean?

_____ Is all the extra food and drink removed from refrigerator and freezer?

_____ Are all chairs and tables that were used, cleaned, and stacked away?

_____ Is the room returned to the condition you found it?