

For building emergencies when the Library is closed, call City Police at 866-9557

**CITY OF ROCKFORD
Krause Memorial Library
Community Meeting Room**

RULES AND REGULATIONS

Availability of room:

A. Public meeting space shall be available to non-profit groups, clubs, and organizations to be determined upon the following priority schedule:

1. First priority will be granted to the library for its functions and to other municipally-sponsored activities. These programs have precedence over other meetings, and groups may occasionally be notified to reschedule their meetings to avoid a conflict.
2. Second priority will be granted to non-profit groups that serve a local benefit.

***NOTE:** The room shall only be available for rental to *non-profit* ventures (unless approved by the Library Board).

- B. According to fire regulations, the 850 square foot room can accommodate up to 130 persons, or seat 50 persons at tables.
- C. The meeting room is available from 8:00am to 10:30pm.
- D. The meeting room is not available to individuals for personal entertaining. Showers, anniversaries, receptions, graduations, and the like are inappropriate use of the room.
- E. Smoking and the use of alcoholic beverages on the premises are prohibited.
- F. Groups may serve only beverages and snacks. The service of any other food shall be indicated on the application and must be approved by the Library Board.
- G. Nothing may be affixed to walls or ceiling.
- H. Groups using the room may not store materials on the premises.
- I. An application for use of the meeting room is available at the reference desk. In the case of repeated use, each date must be registered on the application.

Room rental fee is as follows (checks payable to City of Rockford):

<u>Hours of rental</u>	<u>Rental Fee</u>
4 hours or less	\$20.00
Each additional 4 hr. block	\$10.00

***NOTE:** The rental fee will be returned if cancellation is made at least two weeks (14 calendar days) in advance of the rental date.

Cleaning deposit:

A cleaning deposit of **\$20 (check payable to City of Rockford)** is required prior to use of meeting room. This will be refunded after use of room. Failure to provide cleaning of areas used by rental group may result in forfeiture of deposit.

****If paying by check, separate checks for the cleaning deposit and rental fee are required****

Effective 11/1/06

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APPLICATION FOR USE

Group Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Tax Exempt #: _____

Date Room Is Needed: _____ **Time: From** _____ **to** _____

Type of meeting: _____

Approximate attendance: _____

Rental fee amount: _____ **Date rental fee paid:** _____

Date cleaning deposit paid: _____ ****Make checks payable to City of Rockford****

Renter agrees to:

1. Pay rental fee and refundable cleaning deposit *prior* to use of the room. If paying by check, separate checks for the cleaning deposit and rental fee are needed.
2. Provide adult supervision (small children may not be left unattended in the library).
3. Comply with building security, lights, and heat procedures.
4. Report damage to building or furniture to the library Branch Manager. The City shall request payment of damage repairs from the contact person listed.
5. Return tables and chairs to the places in which they were found. Each group is responsible for all set up and clean up of the facility (including restroom areas). No maintenance service is available. Clean kitchen area if used, and dispose of trash. Check room for personal items. Failure to clean up areas used by your group may result in forfeiture of cleaning deposit.
6. When applicable, return key to library staff.
7. Serve only beverages and light snacks. The service of any other food shall be indicated on this application and must be approved by the library board.
8. Applicant agrees to, and will save and hold, Krause Memorial Library and the City of Rockford harmless and will indemnify the Library/City from and against any and all losses, damages, costs and expenses whatsoever, including, but not limited to, actual attorney fees, incurred by the Library/City as a result of the applicant's use of the Library's community room as herein requested, excepting any losses which are caused by the sole negligence of the Library/City.

Prohibitions:

1. Smoking and the use of alcoholic beverages on the premises are prohibited.
2. Evening meetings must vacate the library by 10:30pm.
3. Nothing may be affixed to walls or ceiling.
4. You may not access the building the day preceding or following your reservation date.

Contact person signature

Date

Krause Memorial Library Branch Manager signature

Date