

## Wood Place Library - Meeting Room Policy & Reservation Form

Date & Time of Event: \_\_\_\_\_

Approximate # of People Attending: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Responsible Party – Name, Address & Phone Number: \_\_\_\_\_

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**Fees for Usage:** The Moniteau County Library provides meeting rooms as a service to the community. Due to our limited budget we charge a fee to help cover the cost of heating, air conditioning and building maintenance. Meetings for **non-profit groups** that are open to the public and have an educational or community service purpose may use any meeting room for **\$10 for any meeting lasting up to four (4) hours or \$20 per day. If refreshments are being served, the fee for 4 hours is \$25.**

Other **groups may reserve meeting rooms for \$25 for ½ day and \$50 for a full day** with or without refreshments. All rental fees will be paid in cash. Rooms are available on a first-come basis. Library activities and non-profit groups will be given first priority.

**NEW: Rooms will not be rented for Children's birthday parties.**

If a meeting is held when library is closed, a key deposit will be required. **The key may be placed in the Book Return on the sidewalk to the right of front door when vacating the building. It is your responsibility to make sure the key has been placed properly inside the drop box.** The deposit will be in the form of a check or cash that will be held until the next business day. If the key is returned the check will be returned or destroyed. This deposit is necessary should the responsible party fail to return the key and the lock has to be re-keyed.

**The key deposit is \$50.**

**Please check preferred method for refunding key deposit: Destroy check. \_\_\_\_ I will pick up check. \_\_\_\_**  
**Key deposit paid: \_\_\_\_\_ (Library staff initial).**

**Rules for usage:** Your organization/party will be responsible for any clean-up necessary to leave the room in the condition it was before the meeting. Specific details should be discussed with the librarian at the time of scheduling regarding moving furniture and trash.

An organization is not a liberty to use any items belonging to the library without permission of the librarian. The following items have been discussed and approved: \_\_\_\_\_.

The librarian must approve any equipment or material placed in library. The equipment cannot interfere with public use of the library and the library will not be responsible for damages to equipment.

Organizations are responsible for damages to the facilities occurring during their occupation.  
An adult of at least 18 year of age must be present at all times the meeting/party is in progress.

No smoking, tobacco chewing, alcoholic beverages or illegal substances are permitted.  
The library reserves the right to deny meeting use privileges to any group.

An adult representing the organization using the facility must sign this form agreeing to adhere to these guidelines and accept responsibility for closing procedures set out by the librarian.

**Fee assessed and paid:** \_\_\_\_\_

**Usage approved by Librarian:** \_\_\_\_\_

**I have read and agree to these conditions:**

**Signature of responsible party** \_\_\_\_\_.