



Berlin Peck Memorial Library

Room Reservation & Rental Agreement Form

First name	Last Name	Organization
Phone Number	Email address	Mailing Address
Date of Rental	Time Needed	Estimated Attendance
Room Requested	Brief Description of Room Usage	

Room	Seating Capacity	Rates in Town (Profit & Non-Profit)	Rates out of Town (Profit & Non-Profit)	Extras	Clean up Fee
Majorie Moore Board Room	10-14	\$40.00	\$40.00	N/A	\$25.00
Blanche Johnson Delaney Large Meeting Room	96 just chairs 56 with tables	\$80.00 whole day \$50.00 up to half day	\$100.00 whole day \$60.00 up to half day	\$25.00 Equipment A/V \$25.00 Kitchen use	\$25.00

Set Up & Equipment Needs

Select Style Seating from sample sheet

Tables (Approximate total) Chairs/Seating (Approximate total)

Will you need any of the following?

<input type="checkbox"/> Refreshment table	<input type="checkbox"/> Movie Screen
<input type="checkbox"/> Registration table	<input type="checkbox"/> Projector
<input type="checkbox"/> Head table	<input type="checkbox"/> Laptop
<input type="checkbox"/> Easel	<input type="checkbox"/> Blu-Ray/DVD player
<input type="checkbox"/> Microphone	<input type="checkbox"/> Extension cord/AV cart
<input type="checkbox"/> Podium	
<input type="checkbox"/> Other _____	

Feel free to draw your setup

FEES

- Please see the chart on the first page of the application for Room Information and Fees.
- Payment of cash or check shall be provided prior to the meeting. Checks can be made payable to the Berlin Peck Memorial Library.
- There is no charge for any Town Board or Commission; Library sponsored program, or Friends of the Library activity.
- If a non-profit organization that provides charity services to the Town of Berlin wishes to ask the Library Board to waive the rental fees, they may complete a fee waiver form that will go before the board at their next scheduled meeting. If the board votes to waive the fee, the application will then go before the town council meeting for approval at their next scheduled meeting.
- A \$25.00 deposit will be collected at time of reservation. If the meeting room is not left in the condition it was found, this \$25.00 will not be returned but instead considered a custodial fee.
- Use of the kitchen must be requested at the time the reservation is made. No food or beverage shall be left in the kitchen. The fee for kitchen use is \$25.00.
- The fee for use of Audio/Visual and other equipment is \$25.00.

SCHEDULING

- Reservations will be made on a first-come, first-serve basis except that priority will be given to library programs, friends of the library programs and town boards or commissions meetings.
- Any reservation for the meeting room must be made at least one week in advance and no more than 60 days (or 2 months) in advance.
- Reservations any less than one week's notice depends on both room and custodian availability.
- Meetings may not be scheduled to start before 9:00 AM when the Library staff is available. Meetings must end before 9:00 PM on Monday-Tuesday-Wednesday-Thursday nights. Meetings may not be scheduled on days the Library is closed.
- No group may use the meeting or board rooms more than 12 times a year.

GENERAL POLICIES

- Use of the meeting room should be restricted to activities compatible with a library environment. Types of appropriate activities include, but are not limited to, speaker programs, panel discussions, seminars, debates, movies, slide shows, and committee meetings.
- The rooms will be left in the same condition as they were found with the tables and chairs returned to the original set-up. The rooms will be left picked up and all trash shall be placed in garbage bags or other appropriate containers available for that purpose. \$25.00 will be held at the time of reservation as a deposit to be returned after the meeting if the room is left in acceptable condition.
- Any activities and noise levels must not interfere with the use of the library or use of any other room.
- Smoking and alcoholic beverages are not allowed in any part of the library.
- The use of open flames or candles is prohibited.
- Any promotional material or publicity should indicate the sponsoring organization's name. Such publicity should clearly indicate that the Berlin-Peck Memorial Library is not affiliated with or responsible for the program content. Use of the library facilities does not imply endorsement by the Library of the group, the meeting, or the content of the meeting.
- A charity (nonprofit, non-political, and non-religious) that benefits the Town of Berlin may request to sell items to the public in the meeting room as long as the sale does not disrupt patron access and use of the library and is subject to the approval by the Library Director. The Friends of the Library may sell items during regular library hours.
- Leaders and attendees of meetings are responsible for the supervision of children attending the program including the time prior to and after the meeting time. Any groups using the rooms who bring children to the library may not leave the children unsupervised in other areas of the library.
- Failure to adhere to any of these rules shall result in prohibition for future use of any room.

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for all injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Library and the Town of Berlin and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organizations use of the meeting rooms.

Signature

Name Printed

Date