

# COMMUNITY ROOM APPLICATION

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Name:

Library Card #:

Address:

Phone:

Email:

Purpose of Event:

Date(s):

# of Attendees:

Start Time (includes setup):

End Time (includes cleanup):

*Rental Fee: \$50 for four (4) hours*

*\$50.00*

*+ \$15 for each additional hour*

*# extra hours*

*x \$15.00*

*= \$*

*TOTAL DUE AT TIME OF APPLICATION \$*

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## INDEMNITY AGREEMENT

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THIS AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 2023, in the Town of Lisbon, County of St. Lawrence, State of New York, between the HEPBURN LIBRARY OF LISBON, an agency of the municipal corporation TOWN OF LISBON, with a mailing address of 6899 County Route 10, Lisbon, New York 13658, hereinafter referred to as "Library", and \_\_\_\_\_ (party using Library facilities), hereinafter referred to as "Renter" having fully read and understood all rules and regulations governing the use of the facility hereby enter into this contract with the Hepburn Library of Lisbon for the use of the community room.

I understand that my reservation is not final until the library approves this application.

The considerations for this Agreement are the mutual promises of the parties and the performance by the Library in providing facilities to the Renter for use of certain activities.

### INTENT OF THIS AGREEMENT

It is the intent of this Agreement that the Renter shall pay to the Hepburn Library of Lisbon and hold said Hepburn Library of Lisbon and/or Town of Lisbon harmless and make it whole with regard to any and all liability, damages, costs, claims, demands, judgments, attorney fees and any other financial obligation arising out of the relationship whereby the Hepburn Library of Lisbon allows the Renter to use Library facilities.

I have read the above, in addition to the Community Room Use Policy, and agree to all terms and conditions.

Signature:

Date:

Room Rental Payment Received: \$

CASH    CHECK    Staff Initials:

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# COMMUNITY ROOM USE POLICY

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## GENERAL POLICY

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- The community room is available to individuals or organized groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, for the purpose of educational, civic, charitable, and social events. The granting of permission for use of the community room does not constitute endorsement by the Hepburn Library of Lisbon's Board of Trustees or Staff.
- Requests for use of the community room are made directly to the Library Director. Approval is at the discretion of the Library Director.
- Library programming takes priority over all other events.
- Persons reserving the community room must age twenty-one or older, provide photo identification, and be in good standing with all libraries in the North Country Library System. A library card is not required, but patron records will be reviewed to ensure all household members are in good standing.
- All requests, signing of contract, and rendering of payment must be done during normal operating hours of the Library.
- All fees must be paid at the time of application.
  - The library does not accept credit or debit cards.
  - All library overdue fines, lost/damaged item charge, copier fees, etc must be paid in full, in cash, prior to reserving the community room.
  - Checks for the community room rental may be accepted for those not owing any library fines or fees.
- All reservation requests are granted on a "first pay" basis and not finalized until the contract is signed and payment is rendered.

## USE POLICY

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The library's Patron Behavior Policy applies to use of the Community Room, to include the following:

- Refreshments may be provided and served by the group.
- Alcoholic beverages are allowed on the premises per the Alcohol Policy.
- No smoking or vaping is allowed in the building or library grounds per the Smoking Policy.
- All animals must be leashed or security caged per the Animal Policy.
- No persons under the age of twenty-one shall be allowed in the library, unattended, without an adult age twenty-one or older present in the building.
- No open flames are allowed except small birthday-style candles and sterno cans.
- Fireplaces are not functional and are not to be used.
- The lift must be accessible with a 48" path; do not block access.
- In case of fire or other emergencies, all building occupants should be notified immediately to allow for evacuation of the building before calling 911.
- In the event of inclement weather, the library is generally closed; renters should discuss alternate arrangements when inclement weather is forecast.
- The library is not responsible for the loss of any equipment, supplies, materials, clothing, or other items, nor does the library assume any liability for groups or individuals using the library.
- Use of the room for illegal purposes or any purpose other than that stated at time of application is prohibited.
- Any group or individual that fails to comply with library policies may be denied access to the community room.
- The group representative or individual who signs the community room use agreement shall be responsible for any and all loss or damage to the facility. Criminal prosecution may be pursued when necessary.

Following the event, renters are expected to:

- Fold up tables and chairs and return them neatly to their storage locations (table against the wall, all chairs neatly organized on the racks and covered).
- Clean kitchen (remove leftover food, wash, dry, and put away dishes/coffee pots, wipe out sink and wipe down countertops).
- Sweep floor of debris (confetti, glitter, food crumbs) and mop up any spills.

- Empty trash cans if more than half-full and place bags in front of the fireplace for later disposal.
- Return the thermostat to 60 degrees.
- Turn out the lights (when library is otherwise closed)
- Renters and guests should depart whether or not staff is present as long as the lights are out and doors/windows are closed.

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#### LIABILITIES LOSSES OR DAMAGES

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The Renter undertakes to indemnify and hold harmless the Hepburn Library of Lisbon and the Town of Lisbon from any liabilities or damages the Hepburn Library of Lisbon and the Town of Lisbon may suffer as a result of claims, demands, costs or judgments against the Hepburn Library of Lisbon and the Town of Lisbon arising out of the use of Library/Town facilities by the Renter.

I further understand that I will be held financially responsible for any damages made to facilities, appliances, furniture, and any equipment, including the cost of repair for any damage to Library furnishings caused by the use of pens, paints, crayons, dyes, markers, tape/adhesive, or other materials.

I further understand that I will be held responsible for the behavior of all those in attendance at the function proposed above. I understand that the Library Director or Board of Trustees may cancel our use of the facility if I or my group fails to comply with the user agreement and the Community Room Use Policy.

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#### PERIOD COVERED

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This Indemnity Agreement shall extend from the date of this Agreement to and including the end of event and/or inspection of the facility following use.

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#### EXPENSE, ATTORNEY FEES AND COSTS

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If the Hepburn Library of Lisbon and/or the Town of Lisbon, in the enforcement of any part of this Indemnity Agreement, shall incur necessary expenses, or become obligated to pay attorney fees or Court costs, the Renter agrees to reimburse the Hepburn Library of Lisbon and/or the Town of Lisbon for such expenses, attorney fees and costs within ten (10) days after receiving notice from the Hepburn Library of Lisbon and/or Town of Lisbon of the incurrence of such expenses, costs, or obligations.

COMMUNITY ROOM RENTAL FEES

Type of Event	During Normal Library Hours	Outside Normal Library Hours
<p><b><u>Private/Commercial Events</u></b>                      (may be closed to limited participants/invitees)</p> <ul style="list-style-type: none"> <li>● Birthday Parties</li> <li>● Baby/Bridal Showers</li> <li>● Weddings</li> <li>● Family Reunions</li> <li>● Funeral Services/Receptions</li> <li>● MLM Sales</li> <li>● Commercial Activities</li> <li>● Business Meetings</li> <li>● Political Activities</li> <li>● Other Similar Programs/Activities</li> </ul>	<p><b><u>\$50.00 / 4 hour period + \$15.00 / extra hour</u></b></p> <ul style="list-style-type: none"> <li>● Rental period includes set-up, the event, and clean-up</li> <li>● Room available 5-10 min prior to rental period</li> <li>● Guests must depart the room at the end of the rental period</li> <li>● Custodial services provided in advance (swept/mopped, trash emptied, restroom cleaned and stocked with supplies)</li> <li>● Renter puts away tables/chairs, cleans up any messes; places trash bags near fireplace</li> </ul>	<p><b><u>\$50.00 / 4 hour period + \$15.00 / extra hour</u></b></p> <ul style="list-style-type: none"> <li>● Rental period includes set-up, the event, and clean-up</li> <li>● Room available 5-10 min prior to rental period</li> <li>● Guests must depart the building at the end of the rental period</li> <li>● Custodial services provided in advance (swept/mopped, trash emptied, restroom cleaned and stocked with supplies)</li> <li>● Renter puts away tables/chairs, cleans up any messes; places trash bags near fireplace</li> <li>● Renter closes any windows, turns thermostat to 60 degrees, turns out lights</li> </ul>
<p><b><u>Community/Service/Non-Profit Groups</u></b>                      (rentals at “no charge” must be open to all people regardless of age, gender, race, religion, and/or ability to pay)</p> <ul style="list-style-type: none"> <li>● Service Groups</li> <li>● Community Planning Committees</li> <li>● Religious Organizations</li> <li>● Non-Profit Groups</li> <li>● Other Similar Organizations</li> </ul>	<p><b><u>No Charge</u></b></p> <ul style="list-style-type: none"> <li>● Rental period includes set-up, the event, and clean-up</li> <li>● Room available 5-10 min prior to rental period</li> <li>● Guests must depart the room at the end of the rental period</li> <li>● No custodial services provided in advance</li> <li>● Library program set up may be in place, reducing usable area of room</li> <li>● Not all tables/chairs may be available (ie, some may be used in other areas)</li> <li>● Renter puts away tables/chairs, cleans up any messes</li> </ul>	<p><b><u>\$50.00 / 4 hour period + \$15.00 / extra hour</u></b></p> <ul style="list-style-type: none"> <li>● Rental period includes set-up, the event, and clean-up</li> <li>● Room available 5-10 min prior to rental period</li> <li>● Guests must depart the building at the end of the rental period</li> <li>● Custodial services provided in advance (swept/mopped, trash emptied, restroom cleaned and stocked with supplies)</li> <li>● Renter puts away tables/chairs, cleans up any messes; places trash bags near fireplace</li> <li>● Renter closes any windows, turns thermostat to 60 degrees, turns out lights</li> </ul>
<p><b><u>Tables/Chairs Only</u></b>                      (no room rental)</p>	<p><b><u>\$50.00 / day + \$50.00 / extra day(s)</u></b></p> <ul style="list-style-type: none"> <li>● Rental period includes pick-up, the event, and return</li> <li>● Arrangements to pick-up/return the day before/after may be made on a limited basis when scheduling permits and must be done during normal library hours.</li> </ul>	<p><b><u>\$50.00 / day + \$50.00 / extra day(s)</u></b></p> <ul style="list-style-type: none"> <li>● Rental period includes pick-up, the event, and return</li> <li>● Arrangements to pick-up/return the day before/after may be made on a limited basis when scheduling permits and must be done during normal library hours.</li> </ul>