

Evergreen Community Room Rental

Room Rent : \$100 for 1 to 4 hours. \$50 per hour after 4 hours. \$50 deposit

Non-Profit organizations room rent: \$25 if the library is not open at the time of rental, plus a \$25 deposit and proof of Non-profit status.

Community room rental rates to be in effect starting August 1, 2006.

Make all checks payable to the Evergreen Community Library. Please write out 2 checks, one for rental and one for deposit.

RULES AND REGULATIONS FOR THE USE OF THE EVERGREEN COMMUNITY ROOM

1. Both rental and deposit payments are required when the room is reserved. (If reservation is cancelled 30 days or more prior to the date reserved, all payments will be returned. If cancelled LESS than 30 days prior to reserved date only the deposit will be returned.)
2. Community room must be left in the same good order as when entered. Floors cleaned, appliances clean and empty, garbage taken out to dumpster on the east side of the fire hall.
3. Be sure lights are off, heat turned down or the air conditioner turned off, and the doors locked.
4. Keys should be placed back in the plastic case, and put in the book drop at the front of library unless other arrangements have been made with custodian.
5. Do not park in the fire department lot behind the building.
6. Do not put tape or tacks on the walls or ceiling.
7. Replace tables & chairs to original place. This includes light bulbs which are removed.
8. CURFEW TIME IS 1:00 AM – you must be out by that time, and the hall must be clean.
9. NO ALCOHOL ALLOWED
10. NO SMOKING ALLOWED – SIGNS POSTED

I agree to the rules listed above for rental of the Evergreen Community Room.

Print Name: _____

Signature: _____

Date of Rental _____

*Deposit will be returned if and after it has been determined that the conditions stated above have been met.

** Must provide proof of Non-Profit status & copy for library to keep. The community room can be used by non-profit organizations at no cost during normal Library business hours, if the community room has not been rented. The non-profit organization must sign an agreement form, abide by all rules and pay a fee if any clean up is required. Non-profit can only schedule 1 month in advance.

Contact: KAREN NOWARD for rental information, karen.noward@gmail.com or call the library at 419-644-2771

Evergreen Community Library
253 Maple St.
PO Box E
Metamora, OH 43540

Community Room Rental contact information

Name of renter(s) _____

Address _____

Home Phone # _____ Cell phone # _____

Email _____

Date of rental _____

Hours of rental _____

For office use only

First contact date: _____

Checks received: _____

Rental check # _____ Deposit check # _____

Deposit returned: _____

Non-Profit Name _____

Non-profit status I.D.# _____