

Public Meeting Rooms Usage Policy and Request to Rent Kimberling Area Library Facilities

Meetings and events held in The Wilcox Family Building, owned, and operated by the Kimberling Area Library Association shall be permitted in accordance with directives of the Board of Directors of The Kimberling Area Library Association (known hereafter as **KAL**).

Outside organizations may request to use KAL's public meeting rooms to hold lawful meetings and/or events. This application form must be completed and submitted to and approved by KAL's Building Usage Committee (known hereafter as **BUC**) at least 15 days prior to such event taking place.

The outside organization (known hereafter as **Renter**) is responsible for the orderly conduct of the meeting and shall guard against property damage. All meeting areas, furniture and/or other KAL equipment used by outside organizations shall be returned to KAL in the same condition and order as they were received to include disposing of trash in the dumpster

Publicity about the meeting/event to be held will be the sole responsibility of the Renter and KAL will not supply patron or volunteer lists to any outside entity. Use of KAL's library area inside The Wilcox Family Building is strictly prohibited as well as the use of KAL supplies.

A KAL representative shall open and close the building for the Renter. The KAL representative will unlock fire exit doors during occupancy and will re-lock fire exit doors following the meeting/event and the departure of all persons from the space.

RENTAL FEES – CLEANING DEPOSIT

The rental fees are as follows and will be required to be paid before the meeting/event. Payment should be mailed to the Kimberling Area Library, 45 Kimberling Blvd, Kimberling City, MO 65686, Attn: BUC.

| Hours to be Used | Room # 1 | Room # 2 | Conference Room | Rooms 1 & 2 combined |
|------------------|-----------|-----------|-----------------|----------------------|
| 4 hours minimum | \$ 50.00 | \$ 50.00 | \$ 25.00 | \$ 100.00 |
| 4 hours or more | \$ 100.00 | \$ 100.00 | \$ 50.00 | \$ 200.00 |

A cleaning deposit shall be required in advance of any meeting/event. The cleaning deposit is \$ 50.00 for groups serving no food or drinks and \$ 100.00 for groups serving food and/or drinks. Deposits shall be refunded no earlier than 2 weeks following the meeting/event. Deposit refund will be based upon the condition of the facilities as determined by KAL in cleaning any of the used facilities/areas, because of a Renter's use and shall be deducted from the deposit.

CANCELLATION

If the event should need to be cancelled, notification to KAL representative is required as soon as possible. If event is cancelled prior to 48 hours of the event, any deposits for rent and/or cleaning deposit will be refunded. If cancelled within 48 hours of event KAL will retain ½ of the rental deposit and refund the balance.

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Serving of wine, champagne and beer only is permitted provided such service is done by either the Renter or the members of the renting group or party. A caterer may serve wine, champagne or beer provided such caterer shall have furnished to KAL a copy of their liquor license and certificate of insurance in advance of the event.

Renter agrees that under no circumstances, shall a bar be set up and alcoholic beverages other than wine, champagne and beer be served in The Wilcox Family Building. Under no circumstances shall any alcoholic beverage of any kind be allowed to be consumed by a minor person as defined by Missouri law in or on KAL property and Renter hereby agrees to use all due diligence in preventing such violation of state law to take place in or on KAL property. Consumption of alcoholic beverages shall be confined to the rented space and Renter agrees to prohibit the taking of alcoholic beverages outside of the space or outside of the building.

Renter of the larger area without the use of folding doors (Community Rooms #1 and #2), or only the space designated as "Community Room #1", does so with the foreknowledge and understanding that KAL library staff will be passing back and forth from the library to the workroom adjacent to this rental area. While staff will make every effort not to intrude or interrupt, Renter agrees that such passage is necessary and rents the space with that understanding.

Renter further agrees that the Kimberling Area Library Association, its board of directors, or any KAL representatives, will not be held liable for any personal injury to any person attending functions for which KAL meeting rooms have been rented, nor for any personal property damage incurred by anyone attending such meetings while renting KAL facilities. Renter agrees to assume all liability for any such injury, damage, or loss; Renter further agrees to assume all responsibility for compliance with all current laws, state, and local regulations, that might apply or pertain to the rental and use of KAL facilities by and for the Renter.

NOTE:

Required Certificate of Insurance must accompany this rental agreement, or a current Certificate of Insurance Copy must be on file from a previous rental.

_____ Certificate of Insurance is attached

_____ Certificate of Insurance is on file from a previous rental

I, _____, have read the above Policy and agree to all terms and conditions.

Printed Name: _____

Date: _____

Please fill out completely the Application Form attached and made a part hereof (page 3)

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NAME OF ORGANIZATION: _____

EVENT: _____

CONTACT PERSON: _____

EMAIL: _____

PHONE: _____

PURPOSE OF MEETING: _____

APPROXIMATE NUMBER OF ATTENDEES: _____

RENTAL HOURS REQUESTED:

| DATE(S) | DAY OF WEEK | TIME(S) | ROOM |
|---------|-------------|---------|------|
| | | | |
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NEEDED EQUIPMENT:

TABLES: 8 FT RECTANGLE _____; 12 FT RECTANGLE _____; 5 FT ROUND _____

FOLDING CHAIRS: _____

P.A. SYSTEM: YES _____ NO _____

WILL FOOD/DRINK BE SERVED? YES _____ NO _____

EXPLAIN: _____

SPECIAL CONSIDERATIONS/OTHER NEEDS: _____

SIGNATURE: _____ DATE _____

For KAL Use:

Date Received: _____

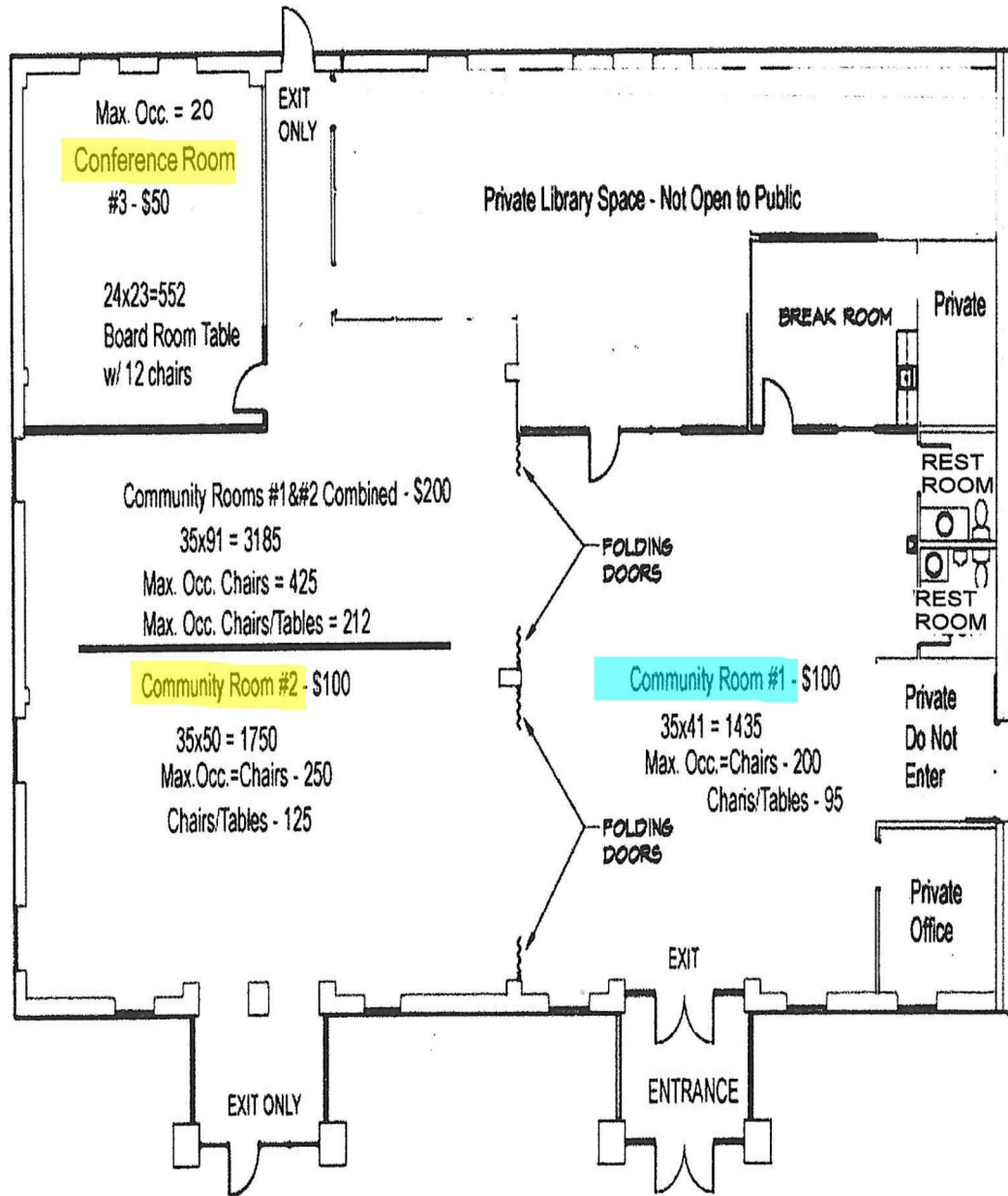
Rental Amount \$ _____

Cleaning Deposit \$ _____

Additional Comments/Notes: _____

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KAL COMMUNITY ROOM LAYOUT



Rev. 9/2/2013