



Zastrow Meeting Room Agreement

ORGANIZATION _____

DATE ROOM IS TO BE USED _____ TIME _____

Allow for set up and tear down time.

NAME OF RESPONSIBLE PARTY _____

PLEASE PRINT

TELEPHONE NUMBER _____

If your reservation is not during regular Library hours pick up Zastrow Room Key 1 to 3 days prior to the event. _____

\$20 Nonrefundable fee for each day of use:

_____ Fee Received _____ Cash _____ Check _____ Check #

Any reservation made after July 1' 2019 will be a \$25 room use charge.

\$50 Deposit Required (Must be received in order to reserve room)

How would you like the deposit to be handled?

- _____ Donate the entire deposit to the Library
- _____ Bring a stamped, self-addressed envelope for the deposit to be mailed to you
- _____ Keep my deposit on file until _____ for recurring events
- _____ Request in writing that the library staff shred the check
- _____ Other _____
- _____ Come to the Library in 3-5 days and pick up your check after the event

If your event is open to the public would you like information included on the library webpage?
_____ **NO** _____ **YES** If you choose yes, please include a short summary of the event. Allow 1-2 business days for staff to include information on our website calendar.

By signing below, I acknowledge that I have read the Zastrow Meeting Room policy and agree to the terms as listed. I acknowledge that I am responsible for any cost that may be incurred in my use of this room. I also understand that I may forfeit my deposit if I do not adhere to the Zastrow Meeting Room policy.

SIGNATURE: _____ **DATE:** _____

Telephone: 641-257-6319 Library fax: 641-257-6325
Library Hours: Monday-Thursday 10 am – 8 pm, Friday 10 am – 5 pm, Saturdays 1 pm – 5 pm, Sundays Closed

For use by Library Personnel Only

Date Application turned in: _____ Staff Initial: _____

Notes: _____

Deposit Returned _____ Date _____ Staff Initial _____ Number of Attendees _____



Zastrow Meeting Room Policy

As a resource to the community, the Charles City Public Library offers a meeting room for use by the public. A \$20* nominal fee is required per day of use. This fee will be waived for nonprofit community groups and local government at the discretion of the Library Director. In addition to the fee, a \$50 damage deposit will be required for use of the room. (Please refer to the meeting room reservation sheet for deposit specifics.)

Use of the meeting room is governed by the following policy.

- Prior to reserving the meeting room, the deposit and fee must be received by the Library. Deposits not donated to the Library will be available for refund if the user abides by policy.
- Scheduling is first come, first serve. Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment.
- Users are responsible for:
 - Set-up of the room, including arranging furniture and equipment.
 - Returning the room to its original configuration, cleaning and removing all trash.
 - Making arrangements for any after-hours entry and exit from the building, if applicable.
 - Informing the Library in advance if the meeting has been cancelled.
 - Supervising attendees including children while using the meeting room.
 - Any damage to the meeting room, Library equipment or Library facilities during the use of the meeting room. **Damages will be charged to the adult/organization that reserved the room.**
- For events that occur during open library hours, Library staff will:
 - Let users into the meeting.
 - Provide limited assistance with questions about facilities and equipment. Meeting room users are strongly encouraged to plan ahead. Extended questions about the facilities or equipment may be answered by the Library Services Librarian or designee.
- For meetings that start or end after-hours, users must enter/exit the building on their own through the parking lot door. Users who fail to pick up a key or lock

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themselves out of the building should not expect that Library staff will provide assistance when the Library is closed.

- Set up time and cleaning should be included in the time the room is reserved.
- The Library kitchen has several coffee pots for use. Instructions are on the inside of the cabinet doors. Please take all food items from the fridge when you leave unless otherwise arranged with Library Staff.
- The Library provides wireless Internet access throughout the building. No code is required.
- Any use of other Library equipment must be planned and arranged for in advance of the meeting. As this equipment is used by other organizations outside the Library, one should not assume it will be available.
- Fire alarm is located in the Library lobby by the library exit/entrance. The fire extinguisher is located in the library lobby by the Zastrow room kitchen.
- Use of the meeting room by individuals or groups does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants.
- Materials or equipment owned by any individual or group may not be left or stored at the library. The library will not be responsible for any material left in the library.

Prohibited Activities:

- **Affixing banners, signs, artwork, or other materials to the painted walls.** The picture rail or upholstered walls are designed for hanging such items.
- Alcoholic beverages or other controlled substances.
- Smoking or any open flame, such as candles.
- Programs involving the sale, advertising, fundraising, or promotion of commercial products or services.

The Board of Trustees and Library Director reserve the right to deny use of the facility to any individual or group for causing damages or for improper use of the facilities or for not adhering to library policies and meeting room terms of use.

Reviewed and approved 5-22-2015, revised and approved 4/11/2019

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Zastrow Room Fire alarm and extinguisher locations

