

## INGRAM ROOM @ CLOVIS-CARVER PUBLIC LIBRARY - MEETING ROOM RULES

### HOW TO RESERVE THE INGRAM ROOM

1. Rental fees are \$20.00 per hour, plus a \$40.00 cleaning deposit, refundable upon request. Please do not arrive any earlier than 15 minutes before your designated START time.
2. An adult member or sponsor of the organization reserving the room will be required to read and sign a copy of the application form. The deposit must be paid and application form signed, in order to confirm the reservation and reserve the space.
3. The meeting room may be reserved no more than three months in advance of the event. Reservations will be accepted during normal hours of Library operations.
4. If the event extends past the END time stated on the application, part of the deposit may be retained as a fee to cover the extended rental time.

### CONDITIONS FOR USE

1. The Library does not provide personnel to assist in setup or take down for your event. All chairs and tables must be set up by event members and be returned to the storage area upon conclusion of the event. Please wipe down tables and chairs if necessary (frosting, food, sticky beverages, etc.). NO cleaning supplies will be provided by the Library; please bring paper towels or cleaning cloths and soap/cleaning spray.
2. Your party is responsible for removing ALL TRASH from the premises.
3. The Library will provide trash bags and a vacuum for cleaning up after your event.
4. **Do not tape or other methods to attach any decorations/items to the walls, ceiling & soffits or light fixtures; this causes paint to peel and tear.**
5. No cooking will be done on the premises. Light refreshments, covered dishes/Crockpots and catered meals are allowed, provided all leftover food is removed after the meeting. There is no garbage disposal in the sink; do not rinse dishes in the sink where food will plug the sink or cause a clog. Deposit will be forfeited if food matter causes a clog.
6. No alcoholic beverages may be served or brought onto Library premises.
7. Red liquids (drinks, sauces, etc.) are strongly discouraged given that any spills will result in additional cleaning charges. Dark/bright colored frosting is also discouraged; it stains the carpet very easily. The cleaning deposit will be utilized if need be, to cover any necessary cleanup.
8. The meeting room shall be left in the same condition in which it was found. In case of cleaning/damages in excess of the deposit, the actual cost of cleaning or repair/replacement will be charged to the person whose signature appears on the application form.
9. Children attending events MUST remain under adult supervision at all times. Disruptive behavior of guests in areas outside of the meeting room (lobby, restrooms, etc.) will result in forfeiture of the deposit.
10. There are restrooms available for guest use during the event, which are accessed via the lobby; however, the lobby area is NOT INCLUDED in the room rental. Chairs and tables must remain in the meeting room only and guests shall not utilize this space during the event.
11. The Library is not responsible for articles which are lost, stolen or damaged during the event, or for personal injuries sustained on the premises.
12. Private commercial enterprises will not advertise or promote products or services. The sale of any items will not be permitted on the premises, except those approved in advance that are incidental to the educational or cultural purpose of the organization. Registration fees for your event should be collected in advance of the event.
13. Smoking is not permitted inside the building or within 25 feet of any entrance. No open flames are permitted inside or on library grounds.