

Main Library Rentable Spaces User Agreement

The primary purpose of all Library spaces is to provide Library service. A number of public spaces are available and appropriate for use by other individuals, groups and organizations. The following policies apply the larger community spaces at Main Library to such use.

1. Main Library does offer rentable spaces. Areas available for rental include: the McMaster Family Center for Lifelong Learning, the Lobby of the McMaster Center, the Large Meeting Room and Annex (adjacent to the Large Meeting Room), etc. The capacity for each area is determined by the Fire Marshal. For more information, call 419.259.5199.
2. Library events take precedence over requests from outside organizations. The Library administration reserves the right to decline any request.
3. All events held at Main Library need to be conducted in an orderly manner, and in full compliance with applicable laws, regulations and Library's Behavior Guidelines. Spaces must be used in accordance with Library policies and practices.
4. Fundraising, selling of goods or soliciting for the future sale of goods, soliciting for commercial services or future commercial services, charging an admission, or asking for donations for or during the event/program is strictly prohibited.
5. Any party desiring to rent Library facilities must complete a reservation form and must submit a floorplan for each requested area. Costs will be calculated based on a fee structure. Final costs may adjust based on actual usage the day of, including any additional fines. A fifty percent deposit of the room rental is required for rentals and must be submitted upon Library's approval of the rental. All deposits not received within 10 business days of approval may cause the renter to lose the hold on the space. Checks may be written to the Toledo Lucas County Public Library. Final payment, including any additional costs incurred, must be paid within twenty working days after the event. Any payments not received within twenty working days of the event shall be in default and subject to penalty fees.
6. Any party renting a space is limited to the space requested. Spreading out to additional Library spaces not included in the reservation is prohibited.
7. Teleconference and/or A/V requirements must be submitted at the time of the application. All digital presentations must be submitted at least three working days prior to the event. Failure to do so may result in the technology not being available for use.
8. The Library reserves the right to approve the caterer, the menu, the entertainment, the schedule of activities and the decorations. These details must be included in the application. Food and beverages are permitted only in the area rented. If food/beverages are to be allowed in McMaster, a cleaning deposit of \$250 will be required. The deposit will be returned if the venue is found to not need additional deep cleaning after the event, as determined by the Library.
9. Materials cannot be nailed or taped to any Library wall or structure.
10. The Library reserves the right to require additional liability insurance when the Library deems appropriate, in its sole discretion, and at the sole cost of the renter. If it is deemed by the Library that the event requires additional liability insurance, a copy of the Certificate of Insurance must be submitted to the Library at least three working days

prior to the event. If this is not received, the Library reserves the right to cancel the event.

11. The Library is not responsible for equipment, supplies or any other materials owned by a group and used in the Library. Each group is responsible for the set-up and running of its own equipment. No modifications will be allowed to the Library's existing equipment to accommodate a temporary interface with the group's equipment. Attempts to do so will incur a fine and possible future denial of use.
12. Children accompanying adult users in the rented spaces shall not be left unattended in the Library. Minors are not permitted to use the space without adult supervision.
13. Smoking is not allowed on Library premises, including the Civic Plaza (rooftop) and the parking garage.
14. Parking in the Library garage may be used, subject to availability. Valet parking services must be approved by the Library.
15. The use of an audio-visual technician for events must be arranged through the Library and applicable fees will be assessed. Organizations are not permitted access to the McMaster Center control room or A/V technology in the Large Meeting Room under any circumstances. Attempting to do so may result in additional fees and the cancellation of future room rentals.
16. If the Library determines, in its sole discretion, that additional security is required for the event, any additional costs will be charged to the renter.
17. If there is additional set-up or clean-up required on the Library's part, an additional fee may be incurred, at the Library's discretion. Library staff only handles set-up and tear-down of Library owned property.
18. Load-in and load-out are to be done at times agreed upon by Library and renter and shall be performed by renter's staff or contractors. Certificates verifying workers' compensation and insurance coverage shall be provided for all workers. Library staff will not handle renter's equipment. Docks are not to be tied up for any period longer than 30 minutes at any given time.
19. A written notice is required for all cancellations, and the renter must receive a confirmation from the Library to be valid. Deposits are nonrefundable if canceled within five working days of the event. If the room reservation is cancelled before five working days of the event, a \$25 processing fee will still be charged. Cancellation notice of less than 48 hours of the event will still require full payment.
20. Renter agrees, at its sole expense, to defend the Library against, and to indemnify and hold the Library harmless from, any and all damages, costs, claims, suits, actions, liabilities, obligations, losses or expenses, including reasonable attorney fees, presented by any third party against renter or the Library, as a result of any personal injury, death or property damage arising from (a) the use of the Rental Area by Renter or (b) the negligence or breach of this Agreement by Renter or Renter's employees, contractors, agents, representatives or guests.

This "Policy Statement Agreement" must be completed by an adult authorized by his/her organization to enter into this agreement, and the organization is responsible for adhering to these regulations and for the orderly conduct of the group while on Library premises. In the

event of any damage to the Library and/or equipment, that individual, as well as the organization, will be liable. The applicant takes responsibility for seeing that attendance does not exceed the posted capacity of an event area, and that all/any changes to estimated quantity or set-up or event program are communicated to the Library's Development Department – 419.259.5199.

Main Library Facilities User Agreement

By signing this document, I am confirming that I have the authority make these decisions and am agreeing on behalf of myself and/or organization to the policies and conditions listed.

Signature: _____

Date: _____

Name (printed): _____

Title: _____

Email Address of Signee:

Organization:

Address:

City: _____

State: _____

Zip: _____

Office phone: _____

Cell phone: _____

This agreement, materials and deposits should be submitted to the Development Department, Toledo Lucas County Public Library, 325 Michigan Street, Toledo, OH 43604. Checks should be written to the Toledo Lucas County Public Library.