



FRIENDS OF THE CLARKSBURG LIBRARY

Contract for Use of the Clarksburg Library Activity Room

The Activities Room is reserved for the use of Clarksburg community members. In order to rent the Activities Room it is required that you have a active Yolo County Library Card.

Fees must be paid and key must be picked up in advance. Reservations are not final until contract is signed and payment is made in full. Fines may be charged if damage to the room is incurred as a result of the event.

ORGANIZATION or INDIVIDUAL'S NAME _____

DATE(S) ROOM TO BE USED _____

TIME (INCLUDING SET-UP AND CLEAN-UP): FROM _____ to _____

Please see attached "Friends of the Clarksburg Library (FOCL) Activity Room Agreement" for additional applicable terms of use.

DESCRIPTION OF PLANNED EVENT _____

HOW MANY PEOPLE WILL ATTEND YOUR EVENT? _____

PERSON RESPONSIBLE FOR USE OF THE ROOM _____

ADDRESS, CITY, STATE, ZIP _____

PHONE _____ ALT PHONE _____

EMAIL _____

Note: There are a total of 32 folding chairs, 16 rolling chairs, 9 folding tables (each table seats 8 comfortably), and 3 card tables provided for your use.

The maximum capacity of the Activities Room is 65 . Parties may not exceed a total of 65 attendees.

Fee Schedule (Please circle applicable use)*

Required Deposit: A \$50 cleaning deposit is required for all private events from 9am to 6pm. A \$100 cleaning deposit is required for all private events after 4pm. (This excludes all non-profit and events open to the public that have been approved by the FOCL). Deposits will be returned if room is left in satisfactory condition as outlined in the attached Activities Room Agreement Checklist.

Please list your Yolo County Library Card #: _____

Use of the Activities Room is reserved for Clarksburg Community Members.

Please describe community association: _____

Monday through Friday Day-Use for meetings (3-hour maximum)	\$40.00
Saturday and Sunday Event Clarksburg Community Members	\$120.00
Saturday and Sunday Event non-refundable cleaning fee	\$30.00



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(5-hour maximum allowed for the event between the times of 9am to 8pm Monday through Saturday. Sundays all events and clean up must be completed by 7pm. Please indicate times needed on the form above. The room may be accessed for 1 hour setup and 1 hour clean up)

Note: You will have access to the room for a total of 7 hours including the 1 hour setup and 1 hour clean up. ADDITIONAL NOTE: The refrigerator may not be available (or may be limited in space) from the dates of June 6 to August 3, 2019, due to the summer lunch program. Please plan accordingly and bring in your own cooler if needed.

*Requests for exceptions to this fee schedule may be made in writing to Friends of the Clarksburg Library. If you need access to the room for hours outside the scheduled times listed above please indicate what times you need access and why.

*Requests to rent the room to offer classes to the community should be submitted in writing to the Friends of the Clarksburg Library (FOCL). Please note fees for room rental for classes offered for the enrichment of the community may be negotiable. Please contact FOCL Board Member Anja Longenecker at (916) 505-3781 or Jennifer Krausse at 916-698-7668.

The undersigned representative has read the "Activity Room Agreement and Checklist" and agrees to use the room and pay all fees or fines according to the terms and conditions of this contract.

SIGNATURE _____

PRINTED NAME _____ DATE _____

STAFF USE ONLY: Date Paid _____ Amount Paid _____ Staff Initials _____

Date Key Picked Up _____ Key # _____ Date Key Returned _____



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Activity Room Agreement and Checklist

The Friends of the Clarksburg Library (FOCL) own and maintain the library Activity Room as a gathering place for the benefit of our friends and neighbors in the Clarksburg and surrounding communities. This room is cleaned once a week or on an as-needed basis per room rental and function. The room should be clean as you enter, and it is your responsibility to leave the room clean when you leave.

Basic cleaning supplies are under the sink in the bin labeled "Activity Room Rental Cleaning Supplies". If the Activity Room is not left in a satisfactory condition at the end of your event, your deposit will be forfeit and the FOCL reserves the right to decline requests for future use of the Activities Room.

Rules of Use

We want your meeting or event to be successful. In order to ensure that FOCL is able to properly maintain the Activity Room and the outside courtyard patio, we require that individuals renting the room adhere to these Rules of Use:

- Do not change or alter the thermostat.
- The room has been booked for specific hours per your contract. It is acceptable to come one hour before your scheduled event and to stay one hour after to allow time for set up and clean up.
- It is your responsibility to be sure all windows and doors are locked. A fee of \$50.00 will be charged for doors and windows left unlocked.
- **PARKING:** Handicapped parking is available behind the library. Loading and unloading for the event is permissible behind the library. **Attendees should not park behind the library. Please direct your guests to look for parking on the street and to be respectful of our neighbors. Do not park in the shared driveway behind the library for any reason.**
- **NOISE:** **Please be respectful of our neighbors and consider your noise volume. Noise complaints will result in the loss of your deposit.** Our library is located in residential area please keep the noise level of your event to a reasonable level.
- **No bounce houses are allowed on the premises.**
- **GARBAGE:** Please use the garbage, recycling and compost bins in the courtyard, additional cans are also available at the front. Please sort the waste generated by your event accordingly into garbage, recycle and garden waste. If additional garbage is left or if trash is found in the courtyard area, your deposit will be forfeit.
- Room decorations may only be affixed to the walls and ceilings with blue painters tape. The tape is provided in the bin under the sink labeled "Activity Room Rental Cleaning Supplies".
- Activity Room use includes the use of the facility's 8 tables and 32 chairs. It is the responsibility of the User to set-up and take-down before and after the event.
- A projector screen is available for use at no additional expense. Any damage to the screen will be billed to the User. Please indicate at time of booking the room that you request the projector screen.
- The refrigerator may not be available (or may have limited space) from the dates of June 6 to August 3, 2019, due to the summer lunch program. Please plan accordingly and bring in your own cooler if needed.
- The kitchen shall be left clean or an additional cleaning fee of \$50 will apply.
- Any damage to the Activity Room, courtyard, kitchen, appliances, and bathrooms shall be the responsibility of the User and will be billed accordingly.
- A lost key fee of \$250 will apply to the contracted party if the key is not returned.
- Smoking is not allowed anywhere on the premises.



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Activity Room Rental Checklist

Please initial next to each item on the checklist before you leave. Please leave your completed and signed checklist on kitchen counter at the end of your event.

- Turn off all inside lights (outside lights are automatic)
- Fold chairs and stack in chair holder
- Put tables away - Please wipe down tables prior to putting them away
- Take all leftover food and decorations with you
- Make sure the kitchen is clean when you leave
- Sweep Floor
- Check courtyard area for trash/recycling/compostable and dispose of it in the appropriate bin.
- Take all garbage/recycling/compostable out to the bins at the front of the library
- Lock all doors and windows before leaving
- Turn off the thermostat
- Drop key in book drop off at the front of the library
- Leave completed and signed checklist with key in the book drop with the Activities Room key.

SIGNATURE _____

PRINTED NAME _____ DATE _____

For Activity room rental questions or comments before, during, or after your event, please contact Anja Longenecker (916) 505-3781 or Jennifer Krausse (916) 698-7668.

In case of on-site Emergency please contact Anja Longenecker (916) 505-3781, Arika Mills (916) 775-2215 or Jennifer Krausse (916) 698-7668.