



Lebanon Public Library

55 Academy, Lebanon OR 97355

(541) 258.4926

www.ci.lebanon.or.us

RENTAL POLICIES AND PROCEDURES

In keeping with its overall mission the Lebanon Public Library makes its meeting room available to community groups and individuals. The primary purpose of this service is to provide space for educational and cultural enrichment events and to support the Library's role as a gathering place.

DISCLAIMERS

The Lebanon Public Library Community Meeting Room is available to "for-profit" and "not-for-profit" organizations on a rental basis. Programs presented in this room by an individual or organization are not endorsed by the City of Lebanon, the Lebanon Public Library, the City Council or the Library Advisory Board. The Lebanon Public Library does not assume any liability for the statements and promises offered by the individual or organization renting the facility; nor do we guarantee the accuracy or reliability of the program content.

The Library assumes no responsibility for items lost, stolen or damaged, through use of the Community Meeting Room.

WHAT YOU SHOULD KNOW

1. The facility shall be assigned based on the following priorities: Priority will be given to Library and City events, then on first come first served basis.
2. No meeting room activity may disturb library patrons in their customary use of library facilities or impede library staff in the performance of their duties.
3. The lobby areas of the Library are not to be considered a part of the meeting room, therefore seating and supplementary furniture are not allowed outside the meeting room doors. Distribution of pamphlets, etc. is not permitted outside the meeting room. Signage must be approved by Library staff and provided by the applicant.
4. Applicants must be at least 18 years of age. Groups of minors must be supervised at all times by at least one (1) adult for every ten (10) minor children.
5. The library does not provide staff to assist in meeting room set up, operation, or clean up. The Library staff is not available to accept phone messages or deliveries for meeting room patrons. Invitations and advertisements for the event must have clear contact information; the Library can not assist anyone calling for information.
6. Only rooms and equipment as approved on the application are to be used.
7. Smoking and alcohol are prohibited in all areas of the building. (ORS 433.845)
8. Gambling/gaming activities or events are prohibited.
9. The facility must be left clean and orderly, the area outside the building is included in this responsibility.
10. The throwing of rice, birdseed, or confetti is not permitted in the building or on the grounds.
11. Lighted candles or other open flames are not permitted due to Fire Department regulations.
12. If the library has closed, the group sponsor will be responsible for turning off the lights, setting the security alarm, and securing inside and outside doors.
13. Nothing may be stored for a group before or after a meeting.

WHAT YOU SHOULD DO

1. Request an application packet by visiting the Library or calling during open hours or visiting the city's website at www.ci.lebanon.or.us to determine if the Community Meeting Room is an appropriate space for your activity.
2. Include all set-up, decorating, and clean-up time when filling out the amount of time needed to rent the space.
3. At least two weeks in advance submit a completed "Facility Use Application" in person, electronically or by mail. A completed application must have the signature of the individual, 18 years of age or older, that will be responsible. You will be notified whether or not your application has been approved.
4. Upon confirmation, please schedule 15 minutes to meet, review procedures and guidelines and do a "walk through" of the facility with staff. During the walk through you will be shown where to find emergency contact information as well as how to operate any equipment necessary.
5. Pay appropriate deposits and fees in full at least two weeks prior to the event.

RENTAL RATES AND FEES

1. Users of the facility must complete and submit the "Facility Usage Application" at least two weeks prior to the event along with necessary deposits and fees in order to confirm the reservation.
2. Renter of the facility must show his/her ID Card.
3. The facility deposit will be cashed. Refunds (full or partial) will generally be mailed within two weeks of the event. Renters whose deposits are charged for cleaning, damage, loss or theft will be sent an itemized list of costs.
4. On-going rental groups have the option of maintaining a \$100 deposit for one (1) year. Charges exceeding the deposit will be assessed before the next scheduled building use. Failure to pay assessed charges will result in immediate cancellation of all scheduled use until payment is received.
5. Minimum facility use period is two (2) hours. Reservations can only be made for full hours.
6. Kitchen Use gives access and use of the following equipment: Counter tops, coffee pots, microwave, sink, and refrigerator. Access to kitchen will be for the entire time of reservation.
7. All requests for use of equipment must be made at the time of application

USER RESPONSIBILITY

1. **Set-up and Clean-up:** Users are responsible for their own set-up, take down, clean-up and storage of tables, chairs, and other equipment.
 - a. **Clean-up responsibilities are listed below:**
 - i. Wash off all tables. Return tables and chairs to original locations (please don't drag tables and chairs).
 - ii. Clean any borrowed equipment and return to original locations.
 - iii. **Bag garbage. Put in new trash liners. Leave in trash barrel in storage room.**
 - iv. Remove all food, beverages, supplies and decorations that you brought in.
 - b. **If you use the kitchen, please do the following:**
 - i. Wipe down counters, microwave and sink.
 - ii. Sweep and spot clean kitchen floor.
 - iii. **Bag garbage. Put in new trash liners. Leave in trash barrel in storage room.**
 - iv. Remove all food, beverages, supplies and decorations that you brought in.
2. **Equipment Use:** Equipment must be picked up and carried when moving (no pushing, pulling or dragging furniture allowed). Equipment may only be used inside the facility. Damage to city equipment may result in the forfeiture of deposits and assessment of replacement costs. Users wishing to use the AV equipment must make arrangements for training at a time convenient to the Library. The Library staff will not be available to assist with operation of equipment at the time of your event.
3. **Decorations:** Decorating or changes to the facility must be discussed at the time of application. The use of cellophane, adhesive or masking tape on tables, walls, or ceiling must be approved at the time of application. The use of nails, staples, screws, etc., is prohibited.
4. **Kitchen Use:** Kitchen utensils and supplies will not be provided. All groups using the kitchen are responsible for supplying all food, utensils, serving, and cleaning supplies.

5. **City and Fire Ordinances:** Maximum Occupancy of 103, is determined by the Fire Marshall, and will be observed at all times. Users must adhere to all city, police and fire codes during their use of the facility.

THE ABC'S OF CANCELLATIONS

1. The Library has the right to cancel any reservation. Every reasonable effort will be made to reschedule event reservations.
2. In case of an emergency situation causing the facility to close (loss of power, inclement weather, etc.) the earliest possible notice will be provided. All facility/equipment fees and deposits will be returned in full.
3. Should the user decide not to rent the facility, reservations are non-transferable. The following schedule of refund rental rates will be followed:
 - a. 100% refund given if cancellation is 14 days or more prior to first scheduled use.
 - b. 50% refund given if cancellation is 7 days prior to first scheduled use.
 - c. 0% refund if cancellation is less than 6 days prior to first scheduled use.
4. All functions must be conducted in accordance with regulations. Cancellation of facility use and/or loss of deposit and fee may result for reasons including:
 - a. Failure of user to observe rules and regulations of the facility.
 - b. Failure of user to leave the facility and/or its contents/equipment undamaged and clean.
 - c. Failure of user to give advance notice of cancellation.
 - d. Disorderly conduct or disturbance.
 - e. False representation of the user or the planned activities.
 - f. Violation of City, State or Federal law.
 - g. Alcohol or smoking in the facility.
 - h. Loss of keys.
 - i. Exceeding reserved time.
 - j. Use of kitchen and/or supplies without approval.

LIABILITY AND REGULATIONS

1. The City of Lebanon reserves the right to enter any and all City-owned and operated premises should they have reasonable suspicion that any public laws are being violated. Law enforcement and the City Manager (or his/her designees) have the authority to terminate the rental agreement with the City if there is a violation of any of the above rules. If law enforcement is called and the agreement is terminated, applicant will forfeit deposit and the right to use the Library Community Meeting Room in the futures
2. Applicant agrees to indemnify, and defend the City, its authorized agents, elected and appointed officials, and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending such claim. Applicant further understands the City, its elected and appointed officials, and all employees will not be held responsible for any lost or stolen articles, clothing, etc., as a result of persons attending any function in the building.
3. Applicant has read the Rental Policies and Procedures and the information on the application form and further agrees to abide by the Policies and Procedures as well as the ordinances of the City of Lebanon and accepts responsibility for any violations as they may pertain to the applicant.
4. Proof of Commercial General Liability insurance, naming the City of Lebanon as 'additional insured', shall be required for all events open to the public and/or with an estimated attendance of more than 100 people. The insurance required is titled Commercial General Liability. The coverage must specifically name the City of Lebanon as 'additional insured' and must be in the amount of no less than \$500,000 per occurrence and \$1,000,000 aggregate. Contact your home or renter's insurance company or purchase tenant user liability insurance through The Event Helper (www.theeventhelper.com/).
5. Applicant understands that the City of Lebanon is not a sponsor of this activity nor will it provide any supervision of the activity. Applicant may be required at their own expense to provide event security.