

**Agreement for Use of the Rochester Community Room**

I am responsible for the proper use of the Rochester Community Room by the group named below, on the specified date(s) and time(s). I will ensure that all rules and guidelines are followed, fees are paid, and keys returned. I am responsible for any cleaning and repairs resulting from my group's use or misuse of the Community Room and adjacent premises.

I further certify that I reside within, or the group is based within, the Rochester Library District, or am paying the non-resident fee. I will notify Rochester Public Library immediately if my event is canceled. I understand that failure to abide by Community Room rules and policies for use will result in cancellation of or refusal of future reservations.

NAME OF  
GROUP \_\_\_\_\_

DATES(S) \_\_\_\_\_

TIME(S) \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Library Use  
Fee  
paid \_\_\_\_\_

Initials/Date \_\_\_\_\_

The Village of Rochester and Rochester Public Library District are proud to provide, for your meeting or activity:



# Rochester Community Room



Rochester Public Library  
#1 Community Drive  
Rochester, Illinois 62563  
217-498-8454 voice  
217-498-8455 fax  
www.rochesterlibrary.org

Village of Rochester  
#1 Community Drive  
Rochester, Illinois 62563  
217-498-7192 voice  
217-498-9425 fax  
www.rochesteril.org

## Welcome to the

# Rochester Community Room

#41 Community Drive

Rochester, Illinois 62563

217-498-8454

Rochester Community Room is owned & operated by the Village of Rochester and Rochester Public Library, to encourage civic, educational, cultural, & public information meetings that are open to the public. Private use is also possible.

**Fees for Non-Profit Groups**  
\$10.00 per use per day

**Fees for Private Use**  
2 hours: \$30.00  
4 hours: \$60.00  
over 4 hours, add for each hour: \$10.00

For use by those residing outside Rochester Public Library District, there is an additional nonrefundable fee: \$20.00  
Credit (nonprofit) or refund (private use) for cancellation  
up to 1 week before reservation: 100%  
less than 1 week before reservation: 0%

### BOOKING AND RESERVATIONS

- ◆ Village & Library use is first priority, followed by non-profit groups, then private use.
- ◆ Booking is first-come, first served. A signed agreement and payment of fees constitutes confirmation. Only the Village or Library may "bump" a confirmed booking in dire situations, and alternate facilities or a credit is provided.
- ◆ Bookings for weekly meetings are not accepted. Standing reservations for less frequent meetings are accepted annually on a September-to-September basis. It is the responsibility of the group to re-apply for use of the room each year.
- ◆ Reservations for one-time use are accepted up to 9 months in advance. Bookings are made through Rochester Public Library at #1 Community Drive, or by calling (217) 498-8454.

With your continued cooperation, Rochester Community Room will provide a vital service to our community for many years to come.



### RULES FOR USE

- ◆ The Community Room, the garden and Kitchennette are available to groups. Use of the lobby requires separate permission.
- ◆ No meetings may start after 8:00pm or extend beyond 11:00pm.
- ◆ Access to exits must be maintained. Only designated public entrances and exits may be used.
- ◆ Events may not interfere in any way with the normal conduct of Village and Library business.
- ◆ Smoking, alcohol, firearms, & hazardous materials are prohibited.
- ◆ Groups may use kitchen appliances, pans, utensils, and tableware. Contents of the refrigerator, food, coffee, dishes, disposable goods, and items labeled as restricted are not for public use.
- ◆ Please refrain from serving "red" beverages (such as cherry punch) as if spilled, stains the carpet.
- ◆ Any facility use by a non-profit group **MUST** be open to the public.
- ◆ All groups and persons using the room must place a notice of the meeting on the "Upcoming Meetings and Events" board in the building's lobby.
- ◆ Keys to the facility cannot be duplicated, and must be returned within 24 hours of use to Rochester Public Library.
- ◆ No group may re-assign a reserved time to another group or individual.
- ◆ **Failure to abide by all rules will result in cancellation or refusal of future reservations.**

### HOUSEKEEPING

- ◆ Cleaning supplies, including vacuum and mop, are available to users, and should be used when needed after use of the room.
- ◆ Areas must be left as clean as or cleaner than found.
- ◆ Trash must be removed and fresh liners inserted into trash receptacles. Trash should be taken to the dumpster which is on the East end of the building by the police department.
- ◆ Furniture must be left in some usable meeting-style arrangement.
- ◆ Lights must be turned off (including restrooms) and doors securely locked upon exiting. The key may be deposited then in the outdoor book drop.
- ◆ **Costs for any special cleaning or repair resulting from use are the responsibility of the person who reserves the room.**