

Community Room Rental Agreement

Date of meeting/event:

Time requested:

FROM _____ TO _____

Name of the group:

Name of the Person Requesting the room:

\$250 COMMUNITY ROOM DEPOSIT REQUIRED AT THE TIME OF BOOKING

- **Non-Profit/Govt.:** _____ \$20 per four hour
Kitchen use NON- PROFIT ONLY
- **Private** _____ \$35 per hour please include your set up and clean up time.
Proof of residence required
- **Non Resident:** _____ \$50 per hour including set up and clean up time

Type of Activity:

I have read and understand the attached rules for the use of the Community Room. I understand that failure to abide by Community Room rules and Policies for use will result in cancellation of or refusal of future reservations.

Date of Application: _____

Signature of Applicant::

Phone Number:

Address:

Patron Library Card Number or D L Number:

Proof of Rochester Residence Required

For Library Use Only

Total Fee Charged: _____

Date Paid: _____ Initials: _____

Check # _____

Community Room Deposit Check # _____

Notes from inspection:

Rochester Community Room

#1 Community Drive
Rochester, IL 62563
217.498.8454

The Rochester Community Room is owned and operated by the Village of Rochester and Rochester Public Library to encourage civic, educational, cultural, and public information meetings that are open to the public. The Community Room's primary use is for civic, governmental and non-profit purposes. Limited private use is also available. Fees are payable in advance with the room booking.

The Rochester Public Library and Rochester Village are not responsible for lost or damaged materials left in the building.

Use of the facility will be monitored by the Rochester Police Department and subject to video monitoring.



Booking & Reservations

Community Room Booking and Reservations

- The **Village and Library have first priority**, followed by non-profit groups. The Library or Village may bump a confirmed booking in an extreme or emergency situation, in which case a credit or refund will be provided.
- Booking is on a first come, first served basis. A **signed agreement and payment** of fees constitutes confirmation of a booking. Bookings are made through Rochester Public Library at #1 Community Drive, or by calling (217) 498-8454.
- No group or individual may reassign a reserved time to another party.
- Reservations are accepted **up to six (6) months in advance**.

Rules for Community Room Use

- The Community Room is available Monday through Sunday.
- No meetings may start after 8pm or extend beyond 11pm.
- Access to exits must be maintained and only designated public entrances may be used.
- Events may not interfere in any way with the normal conduct of Village and Library business.
- Smoking, alcohol, firearms, pyrotechnics, and hazardous materials are prohibited. Smoking is banned in the building and within 15 feet of an entrance.
- Contents of the kitchen's refrigerator, disposable goods including coffee, plates, bowls, cups, napkins and items labeled as **Restricted Use** are not for public use.
- Meeting room facilities shall be left in a clean and orderly condition. Cleaning supplies (found in the closet) including a vacuum cleaner and mop (found in foyer closet) are available for use.

Rules for Community Room Use

- All equipment and furniture used must be returned to their original locations or to a meeting style arrangement. (See photos of room arrangement posted on the Community Room notice board).
- Trash must be removed and fresh liners inserted into trash receptacles. Trash should be taken to the trash enclosure outside on the east side of the building, adjacent to the Police Station entrance.
- Please turn off all lights.
- All entry doors must be securely locked when finished. The key may be returned in the outside book return if the Library is not open.
- **Failure to adhere to these rules will result in refusal of future reservations.**
- **Do not touch or move artwork.**
- **No taping or mounting material to the walls.**
- **Failure to clean the Community Room or moving/damaging art work will result in the loss of \$250 deposit.**