

**New Waverly Public Library
Community Center Rental Form**

Contact Name: _____

Organization or Business Name: _____

Contact Address: _____

Telephone: _____ Email: _____

Event Type: _____ Number of Guests (approx.): _____

Event Date: _____ Recurring Event: ☐ No ☐ Weekly ☐ Monthly

Event Hours: _____: _____ until _____: _____

Desired Set-Up Time _____ (subject to approval. 30 min set up is included)

Deposit: \$150.00 (due at Key Pickup)

Price: _____ hours x \$ _____ per hour = \$ _____ total due in order to reserve. (Hourly Rate: Regular \$50 / Non-Profit \$35)

I, _____, agree to the following stipulations for the use of the **New Waverly Public Library Community Room**, owned and operated by the New Waverly Public Library.

1. The Cost is to be paid in full at the time of reservation. If the reservation is canceled less than two weeks before the date reserved, the fee will be forfeited.
2. Parking is restricted to loop driveway, handicap spots, and the first row closest to the road. *No parking allowed on Book Bites parking row.*
3. The building and contents must be left in the same/better condition as when the applicant receives the key. In the event of any damage, the applicant is responsible for all costs of repairs. **Clean-up is to be completed immediately following the event.**
4. All trash must be removed at the end of the event.
5. No alcoholic beverages are allowed on the property. No smoking is allowed in the building. Outside receptacles for cigarette stubs must be provided and must be used.
6. Decorations are permitted on tables only. Nothing is to be attached to the walls or ceilings by any method, including tape, tacks, staples, etc.
7. Utensils/equipment for preparing or serving food and beverages, cups, towels, and dishcloths are not furnished.
8. **New Waverly Public Library, Inc. is not responsible for bodily injury occurring on property owned by the New Waverly Public Library, Inc. in conjunction with this event.**

Applicant Signature

Date

The New Waverly Public Library reserves the right to decline the use of the Community Room

For Library Use Only

Date Reserved: _____

Amount received: \$ _____

Cash ☐ Check ☐ Card ☐

Keys Assigned: _____ Color: _____

Keys Returned on: _____ Deposit Returned on: _____ Signature: _____

CLEANING AGREEMENT FORM

Cleaning duties to be completed before you leave the Community Room:

1. **COFFEE MAKER**- Empty coffee grinds and rinse coffee pot.
2. **STOVE**- Clean top, inside, and glass door.
3. **ICE BOX (FRIDGE)**- Remove all items. Wipe down shelves and door.
4. **TRASH**- Remove all trash from kitchen, café, and both bathrooms*. Wipe down lid, and add new trash bag. You are responsible for taking all trash with you after your event. Trash bags are located in the cabinet to the left of the stove.
5. **FLOORS**- Sweep and mop the floors in kitchen, both bathrooms*, and café. Check for any water under sinks or fountains.
6. **SINKS**- Clean all food from sink and make sure that sinks are draining properly. This includes bathroom sinks.
7. **COUNTER TOPS**- Wipe down all counters in kitchen, both bathrooms*, and café.
8. **ELECTRICITY**- Turn off all lights and ceiling fans. This includes all lights in both bathrooms*.
9. **LOCK THE DOOR!** Please double-check that the community room door leading out into the parking lot is locked before leaving the building!

****Restrooms are not required to be cleaned, have lights turned off, or have trash removed during business hours (M-F between 11 am and 6 pm). It is still your responsibility to make sure they are left in good condition.***

All cleaning supplies are located in the closet with tables and chairs.

The library strives to ensure that the Community Room is clean, but if there is something we missed, it is your responsibility to clean up after your event, regardless!

I UNDERSTAND THAT THE COMMUNITY ROOM MUST MEET CLEANING SPECIFICATIONS (located in two areas of the room) IN ORDER FOR THE CLEANING DEPOSIT TO BE REFUNDED. I further understand that I am responsible for any trash from my event that is thrown out on library grounds. I understand that the building and contents must be left in the same/better conditions as when the applicant receives the key. Clean-up to be completed immediately following the event.

I have read and understand these rules.

Applicant Signature

Date Signed