

KETTLE FALLS PUBLIC LIBRARY COMMUNITY ROOM

USAGE AGREEMENT – AS PER CITY OF KETTLE FALLS ORDINANCE NO. 1752

PLEASE INITIAL EACH SECTION AND THEN SIGN AND DATE THE BOTTOM. THANK YOU!

DATE OF EVENT: _____ HOURS NEEDED: _____ AM / PM to _____ AM / PM

TODAY'S DATE _____ DRIVER'S LICENSE # _____

NAME OF INDIVIDUAL RENTING ROOM _____

NAME OF ORGANIZATION (IF APPLICABLE) _____

PURPOSE OF FUNCTION _____

ADDRESS, CITY, STATE, ZIP _____

HOME PHONE _____ ALTERNATE PHONE _____

(OPTIONAL) NAME OF ALTERNATE RESPONSIBLE PARTY _____

ALT. RESP. PARTY DRIVER'S LICENSE # (MUST PRESENT ID) _____

A. RENTAL ROOM POLICY: **X** _____

- a. The Kettle Falls Community Room and kitchen may be rented subject to availability. Use of the room will not be denied to any group or individual because of race, color, national origin, religion, sex, marital status, age, sexual orientation, or disability.
- b. Renters may make reservations up to **two months** in advance. Reservations are scheduled when the rental fee is **paid in full**. The City of Kettle Falls and the Kettle Falls Public Library reserve the right to cancel reservations when the need arises (i.e., in cases of emergency repairs, etc.) and a full refund will be issued from the City of Kettle Falls.
- c. Room may be reserved for the same day by other parties.

A. CLEAN-UP RESPONSIBILITIES: **X** _____

- a. Cleaning tables, sweeping the floor, washing dishes, taking out garbage, and other basic kitchen clean-up; returning the meeting room to the condition in which it was found is the responsibility of the renter.

B. KEYS: **X** _____

- a. Keys will be issued by the Kettle Falls City Hall Staff **no earlier than 24 hours** before the day of the rental and are to be returned no later than the following day. In case of weekend or holiday events, keys will be issued on the preceding business day and must be returned on the business day following the event. However, entry into the Kettle Falls Community Room and kitchen by users is authorized **only** during the hours and days for which the renter has a **reservation**.
- b. Keys must be picked up during the Kettle Falls City Hall's regular operating hours:
 - i. Monday through Friday: 8 a.m. - 4:30 p.m.

NO City or Library staff will be available, beyond regular open hours, to issue keys which a renter may have neglected to pick up. Keys must be returned to Kettle Falls City Hall during open hours or through the bill slot during closing hours. Keys will **NOT** be returned through the library's book drop. Any key/s returned through the library's book drop will be subject to the \$50 Key Replacement Fee.

C. FEES: **X** _____

- a. \$30 - For up to four (4) hours
- b. \$40 - 4-8 hours
- c. \$75 - Over 8 hours
- d. \$25 - Kitchen (**Any** use of the kitchen will require room rental fees in addition to the kitchen fee)
- e. \$25 - Additional room cleaning charge if room is not found to be cleaned.
- f. \$50 - Key Replacement Fee

X_____

D. RULES:

- a. All local city ordinances and health district mandates will be followed.
- b. If any alcohol is served, the correct permit will need to be secured from the Washington State Liquor and Cannabis Board and a copy provided to the City of Kettle Falls. Washington State Law prohibits consumption of alcohol by minors and this law will be strictly enforced. **All alcohol must be consumed within the area that was designated.**
- c. Renters will be responsible for returning the meeting room to the condition in which it was found, including tables and chairs being put away, garbage picked up, floors swept, etc.
- d. The City of Kettle Falls and Kettle Falls Public Library assumes no responsibility for articles or equipment belonging to renters or participants that are lost, stolen, or damaged during the rental period. No storage space will be provided.
- e. The renter accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The renter will be responsible for any charges incurred by any/all participants, including shared areas such as restrooms.
- f. Groups composed of minors (under eighteen years of age) must have a parent/guardian over the age of 21 years old chaperone the meeting at all times. This chaperone must also sign the room rental application form.
- g. Noise levels must be kept at appropriate levels, as the meeting room is adjacent to the Kettle Falls Public Library. Renters who conduct activities that are unusually noisy or disruptive to regular library use will be asked to find another location.
- h. Failure to adhere to any of the above policies is sufficient grounds for refusing further rental to any person or group.
- i. The City of Kettle Falls and Kettle Falls Public Library reserves the right to deny rental of any library or city facility or part thereof to any individual and/or group by majority vote of the Kettle Falls City Council or the Kettle Falls Public Library Advisory Board.
- j. Usage of the City's or Library's phone number as a contact number for meetings or events, including but not limited to written, verbal, or internet for promotion is prohibited without prior approval. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or wish to contact meeting organizers.
- k. The maximum occupancy of the Kettle Falls Community Room is 60.

E. SIGNATURES:

I HAVE READ AND UNDERSTAND THIS AGREEMENT, AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS.

_____ **DATE:** _____
 (INDIVIDUAL RENTING ROOM SIGNATURE)

_____ **DATE:** _____
 (OPTIONAL - ALTERNATIVE RESPONSIBLE PARTY'S SIGNATURE)

Date	Amount Paid	Dates/Times of Meeting Paid	Staff Initials

Welcome to the Community Room!

We kindly ask for your assistance in maintaining
this space by:

- Not using tape, tacks or anything that adheres to walls
(Painter's tape is okay)
- Leaving pictures and sound proofing in place
- Cleaning up messes on tables, chairs, and floor
- Removing all items that you brought
- Taking out the garbage
- Leaving bathrooms in good condition
- Returning the round tables to the storage closet
- Locking up the community room and library front doors

Welcome to the Community Room Kitchen!

All plates, glasses, silverware, and other utensils are provided as a courtesy by our Friends of the Library.

Please help us take care of our kitchen by:

- Washing the dishes (either by hand or in the dishwasher)
- Cleaning the counters, appliances and floor
- Replacing any utensils borrowed
- Removing all your personal items
- Taking out the garbage
- Locking up the kitchen doors and rolling counter door

Out of supplies? Please inform City Hall 509-738-6821
or the Kettle Falls Library 509-738-6817.