

MARSHALL PUBLIC LIBRARY ROOM RENTAL AGREEMENT

ILLINOIS ROOM AND DALE MCCONCHIE MEETING ROOM RENTAL AGREEMENT

612 Archer Avenue ~ Marshall, IL 62441
Phone: (217) 822-6495 / Fax: (217) 826-2535

The use of the Marshall Public Library on the _____ day of _____, 20 _____ is granted to _____ (hereinafter "User") from _____ to _____ for the following purpose(s):

Illinois Room – Maximum Capacity 70 – Entrance is through West storefront door (available are 4 rectangle tables, 15 round tables, 70 chairs, kitchenette and sound/visual system)

Dale McConchie Meeting Room – Maximum Capacity 20 – (available are 4 rectangle tables, 20 chairs, kitchenette, and sound/visual system)

Use Type	Full Day (10 am-6 pm)*	Half Day (0-4 hours)*	After Hours (0-4 hours)*	After Hours (4+ hours)*
Personal/Resident Use	\$100.00	\$50.00	\$50.00	\$150.00
Local Civic, Cultural, Educational, or Non-Profit	No Charge	No Charge	No Charge	No Charge
Non-local, Civic, Cultural, Educational, or Non-Profit	\$50.00	\$25.00	\$25.00	\$100.00

***Carpet cleaning fees may apply. Tablecloths are available for rent \$12/each.*

The User agrees to abide by the attached **MARSHALL PUBLIC LIBRARY RULES FOR USE**.

The User must pick up the key between 10:00 am and 4:30 pm on the reservation day or the Thursday prior if the reservation falls on a weekend. A **\$75.00 refundable deposit** is required at the time of key pickup and room inspection. The key must be returned by the day following the event, either in the key box or at the front desk. Refunds will be issued only after the key is returned and the room is inspected.

USER (PRINT) _____ **DATE** _____

ADDRESS _____

PHONE NUMBER _____

****Cancellation Policy:** A two-week notice is required for a refund. Any issues during rental should be reported to the Director at (217) 822-6495.

FOR OFFICE USE:

Deposit Amount: \$ _____ Rental Fee Amount: _____

Key Number: _____ Date Key Issued: _____ (Due by): _____ Date Returned: _____

Contact information of Key Holder (if different than User) _____

Number of Tables Requested: _____ Number of Chairs Requested: _____

Staff Initials (Key Issued): _____ Staff Initials (Key Returned): _____

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MARSHALL PUBLIC LIBRARY RULES FOR USE

Illinois Room and Dale McConchie Meeting Room Rental Guidelines

The Illinois Room and Dale McConchie meetings room are designated for educational, cultural, and civic purposes. Use of the rooms does not imply endorsement of any group's beliefs. To ensure a respectful environment, all users must adhere to the following rules:

1. **Disruption of Library Operations:** Users must not disrupt library operations. Reservations are made on a first-come, first-served basis, with library functions taking precedence. Priority will first be given to Marshall Area residents.
2. **Age Requirements:** Users must be 21 or older to make reservations and must be present during the event.
3. **Library Equipment:** Users may not adjust library visual or sound equipment, only library staff may adjust.
4. **Reservation Process:** Applications must be submitted in person, and all fees must be paid prior to reservation. Reservations can be made up to six months in advance. The maximum capacity for the Illinois Room is 70 people, while the Dale McConchie meeting room accommodates up to 20 people.
5. **Rental Hours and Fees:** Rental hours and associated fees are fixed and non-negotiable. Requests for extended hours require prior permission from the Director.
6. **Deposit Refund:** A \$75.00 deposit will be refunded upon satisfactory inspection of the room after use. Deposits may be forfeited for damages or if the room is left in disorder.
7. **Event-Specific Fees:** Large events serving food will incur a carpet cleaning fee.
8. **Children's parties:** Children's birthday parties are not permitted in the meeting rooms.
9. **Liability for Damage:** Users are financially responsible for any loss or damage occurring during their use of the room. No permanent alterations or fastening of items to the property are allowed.
10. **Prohibited Activities:** Alcohol, drugs, smoking, vaping, and the use of glitter or confetti are strictly prohibited in the Illinois Room or Dale McConchie meeting room.
11. **Restrictions on Sales and Fundraising:** No public sales, for-profit activities, or admission fees are allowed in the Illinois Room or Dale McConchie meeting room.
12. **Closing Checklist:** Users are responsible for cleaning the room after use. This includes setup and teardown, as well as the disposal of all refuse in the dumpster located behind the library. All lights and equipment should be turned off, remotes returned to their location, restroom(s) cleaned, tables and chairs wiped down and keys returned to library keys lock box.

Consequences of Violations: Any violation of these rules may result in denial of future reservations and forfeiture of the deposit, as well as liability for any damages incurred.

Signature acknowledging terms and conditions

Today's date

Carpet cleaning fee included: _____
Amount enclosed

Director's Initials