

# MARSHALL PUBLIC LIBRARY ROOM RENTAL AGREEMENT

## DALE MCCONCHIE 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):

**Dale McConchie Meeting Room – Maximum Capacity 20** – Entrance is through West storefront door (available are 4 rectangle tables, 20 chairs, kitchenette, 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	\$50.00	\$25.00	\$25.00	\$50.00
Civic, Cultural, Educational	No Charge	No Charge	No Charge	No Charge
Non-local/Non-profit	\$25.00	\$15.00	\$15.00	\$25.00

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 **\$50.00 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.

### Dale McConchie Meeting Room Guidelines:

The Dale McConchie meeting room is designated for educational, cultural, and civic purposes. Use of the room does not imply endorsement of any group's beliefs. To ensure a respectful and productive environment, 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 after-hours reservations.
3. **Library Equipment:** Users may not adjust library visual or sound equipment, only library staff may adjust.
4. **Teen Use:** Teens wishing to use the Dale McConchie meeting room as a study space may do so during library hours with approval from library staff in two hour increments, provided there are no existing reservations. Teens are not allowed to remain unsupervised after regular library operating hours.
5. **Reservation Process:** Applications for room use must be submitted in person, and all fees must be paid at the time of reservation. Reservations can be made up to six months in advance. The maximum capacity for the Dale McConchie meeting room is 20 people.
6. **Rental Hours and Fees:** Rental hours and associated fees are fixed and non-negotiable. Extended hours require prior approval from the Director.
7. **Deposit Refund for After Hours Use:** A \$50.00 deposit will be refunded upon satisfactory inspection of the room after use. Deposits may be forfeited if the room is damaged or left in disorder.
8. **Children's Parties:** Children's birthday parties are not permitted in the meeting room.
9. **Liability for Damage:** Users are financially responsible for any loss or damage incurred during their use of the room. No permanent alterations or attachments to the property are allowed.
10. **Prohibited Activities:** Alcohol, drugs, smoking, vaping, glitter, and confetti are strictly prohibited in the meeting room.
11. **Sales and Fundraising Restrictions:** No public sales, for-profit activities, or admission fees are allowed in the 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 cleaned, tables and chairs wiped down and key returned to library key lock box.

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

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Signature acknowledging terms and conditions

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Today's date