

SPACE RENTAL POLICY AND AGREEMENT

<i>First Name</i>	<i>Last Name</i>	<i>Organization (If Applicable)</i>			
<i>Date of Rental</i>	<i>Time Space Needed (Including Set up & Clean Up)</i>	<i>Estimated Attendance</i>	<i>Alcohol Y/N</i>		
<i>Phone Number</i>	<i>Email Address</i>	<i>Mailing Address</i>			

The Nicholas P. Sims Library does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement of the policies or beliefs of that organization by the Nicholas P. Sims Library.

AVAILABLE ROOMS, CAPACITIES, AND RATES:

Rooms may be reserved up to 90 days in advance. Non-profit organizations must provide current 501(c)(3) documentation in advance to receive discounted rate. Fractional hours will be billed as full hours.

Payments made by Credit/Debit Card are subject to a 3% processing fee.

Room	Capacity Chairs Only	Capacity Standing Room	Capacity Tables & Chairs	Rate During Business Hours	Library Partner Discount*	After Hours Charge Per Hour
Lyceum (Includes Event Center & Green Room) (4 Hour Minimum) <i>(\$250 Security Deposit Required)</i>	277	N/A	N/A	\$100	50%	\$75
Event Center & The Green Room	40	50	40	\$50	50%	\$75
Green Room <i>(Meetings only - No Events)</i>	20	20	15	\$40	50%	\$75
Meeting Room (Downstairs)	20	20	16	\$40	50%	\$75
Outdoor Event (Restrooms Included)	N/A	N/A	N/A	\$100	50%	\$75
Photography Rates: By the Hour - Max 2 Hours	5	N/A	5	\$25	N/A	N/A
Ticketed Events (50% off for each additional day)	277		277	\$1500	N/A	\$75

Lessee must first read and accept the Program Room Use Policy before reserving a space. Rental fees are nonrefundable and reservation of a room indicates acceptance of this policy.

***STANDARD RATE:** This classification is defined as use by a Non-Library Card Holder, or any other Business, Group, or Person using the facility.

***LIBRARY PARTNER DISCOUNT:** This classification is defined as use by a Non-Profit Organization, Taxing or Government Agency, or Library Card Holder (minimum of six months and in good standing), or other partner of Nicholas P. Sims Library. Valid only on Business Hour Rate – does not apply to after hours charge. (Proof of status is required.)

***CIVIC ORGANIZATIONS:** This classification may rent space at Sims Library at the discount rate. These civic organizations must meet on a weekly or monthly basis and reserve for a period of 12 months in advance.

SET UP AND EQUIPMENT:

The Lyceum comes with 277 built in historic seats and a Baby Grand Piano (Piano must remain on stage).

Tables and chairs are available on a limited basis. *Moving any library furniture must be pre-approved.* The Library does not set up tables or chairs. You may **not** use the Library’s audio/visual equipment. List your room needs and the Coordinator will confirm availability.

Please note that there is a designated fire lane that must be maintained. Upon rental the lessee will receive a map with a suggested layout to accommodate the approved fire lane for safety.

REQUESTED ITEMS:

Tables (Needed)

Chairs/Seating

Other

RESERVATIONS AND CANCELATIONS:

Sims Library must approve your requested date at least 72 hours in advance of the event. Reservations are made on a first come, first serve basis.

Reservations made more than 60 days in advance must pay in full or their \$250 security deposit if applicable to schedule/hold their desired time slot. If securing the date with a security deposit remainder of payment is due 30 days prior to event. Reservations made less than 30 days in advance must pay the full amount before their desired time will be scheduled.

Lessee staying beyond their scheduled event time will be billed for the additional time. Fractional hours will be billed as full hours.

Reservations are not final until confirmed; payment and signed Rental Agreement required.

**Note: returned checks charged \$25.00 and room damages charged actual cost, or \$50.00 minimum fee.*

At least 30 days before the event:

- Submit remainder of the rental fee as well as all applicable forms and documentation as specified on checklist provided when reservations are made.
- Sims Library may cancel an event because of the Lessee's noncompliance with deadlines for payment and documentation. In that case there will not be any refund. If Sims Library cancels the event because of an emergency including inclement weather, all fees and deposits will be refunded.

AGREEMENT:

I, the undersigned, representing the organization listed above, do hereby state that I understand and agree to the rental policies and charges that govern the use of the requested space of the Nicholas P. Sims Library. I understand that the organization I represent is responsible for any and all damages done, cleaning required to the room and/or any equipment used during the meeting. I understand that this reservation is not guaranteed until confirmed by the library. I understand that in the event that not all rules in this contract are followed I forfeit any applicable security deposit.

I am submitting a security deposit of \$250 if required and the total estimated charge is in the amount of \$ _____.

Signature

Date