

**SPACE RENTAL AGREEMENT**

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Organization (If Applicable) \_\_\_\_\_

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Date of Rental \_\_\_\_\_ Time Space Needed (Including Set up & Clean Up) \_\_\_\_\_ Estimated Attendance \_\_\_\_\_ Alcohol Y/N \_\_\_\_\_

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Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

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 2.7% processing fee.*

Room	Capacity	Rate During Business Hours	Discount For Library Partners	After Hours Charge Per Hour	Hours Needed	Refundable Cleaning Deposit
Lyceum (Includes Reception Room & The Green Room) (4 Hour Minimum)	200	\$60	50%	\$50		\$150
Reception Room & The Green Room	50	\$25	50%	\$50		\$100
The Green Room (Meetings only - No Events)	25	\$20	50%	\$50		\$100
Meeting Room (Downstairs)	20	\$20	50%	\$50		\$100
Outdoor Event (Restrooms Included)		\$25	50%	\$50		\$100
Photography Rates: By the Hour - Max 2 Hours During Business Hours Only	5	\$25	N/A	N/A		N/A

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.

\*DISCOUNT FOR LIBRARY PARTNERS – This discount applies only to the regular business rate, it does not include the after-hours charge.

**SET UP AND EQUIPMENT:**

The Lyceum comes with 200 built in historic seats and a Baby Grand Piano (Piano must remain on stage).

Tables and chairs are available on a limited basis. 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.

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Tables (Needed) \_\_\_\_\_ Chairs/Seating \_\_\_\_\_ Other \_\_\_\_\_

**PAYMENTS:**

The Library must approve your requested date at least 72 hours in advance of the event. Reservations are made on a first come, first served basis. Reservations are not final until confirmed; full payment and signed Rental Agreement required. *Note: returned checks charged \$25.00 and room damages charged actual cost, or \$50.00 minimum fee.*

**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 am submitting a deposit of 20% of the estimated total charge \$ \_\_\_\_\_ or the total estimated charge in the amount of \$ \_\_\_\_\_.

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Signature \_\_\_\_\_ Date \_\_\_\_\_