

Whitman County Library Room Rental Application

WCL STAFF USE ONLY	Date of Event: _____	Staff Intake: _____
CALENDARS COMPLETE: paper _____ online public _____		
Amount Owed: \$ _____		
Amount Paid: \$ _____	Staff: _____	Date of Payment: _____
Circle Payment Method: Cash Credit Check # _____		
SPECIAL APPROVAL (initial): Supervisor: ____ Marketing: ____ Technology: ____		
OPTIONAL ITEMS: Coffee (# of pots) _____ Key Checkout (barcode) _____		
Tablecloths (#, shape, color) _____ Special Permit for: _____		
<i>Today's Date:</i> _____		

Availability

Library Hours: Monday – Wednesday, 10 a.m. to 8 p.m.
Thursday – Friday, 10 a.m. to 6 p.m.
Saturday – Sunday, 1 to 5 p.m.

Use outside of regular library hours or scheduling more than 2 months in advance may require supervisor approval

Rental Details

Meeting Date(s) and Time(s): _____

Circle Room: **The Center** **Meeting Room** **TEK Cntr.** **Office**

Person Responsible for the Rental (18+): _____

Address: _____ City: _____ State: ____ Zip: _____

Organization (if applicable): _____ Event Type (if applicable): _____

Phone: _____ Email: _____

*Person on Site for the Duration of Rental (if different): _____

*Phone (if different): _____

Room Options

The Center: Main street access, hardwood floor, counter and sink, restrooms, refrigerator/small freezer and backroom for catering. Art Exhibit on walls. *Capacity 110 chairs or approx. 10 tables with 60 to 80 chairs comfortably*

Meeting Room: Downstairs with elevator access, carpet, restrooms, sink, and optional small kitchen facilities. *Capacity 110 chairs or approx. 10 tables with 60 to 80 chairs slightly crowded*

TEK Center: Small room in the Center, well equipped for multimedia presentations or technical training. *Capacity 30 chairs or up to 20 people at tables*

Private office: Quiet work space in The Center. *Seats 1 to 3 people. Only available during regular library hours. No Charge.*

Fee Schedule

All fees are non-refundable and due upon reservation of the room. Must cancel at least 24 hours in advance to receive a refund, including "no shows"

Please check the option that applies to you:

FREE PRESENTATIONS OPEN TO THE PUBLIC: FREE
Renter is responsible for all set up, cleaning, take down

Free classes & events that are open to everyone. Event will be listed on WCL's online calendar and may be used in library promotions. Need marketing advertising? Ask about marketing options that may be available

PRIVATE MEETINGS & FUNCTIONS \$25 per hour*
Renter is responsible for all set up, cleaning, take down

Nonpublic Events. Private meetings, social functions, or other uses that are NOT open to the general public. **inquire 24 hours prior to your scheduled time to see if early set-up is available*

FOR PROFIT USE: 20% of profits per vendor OR \$50 per hour/per vendor
Renter is responsible for all set up, cleaning, take down

Soliciting the sale of goods, services, marketing of a specific business, and/or any use for which attendees are assessed a fee to attend or for class materials. Marketing options are available (Fees may apply)

****Hourly fee for ALL hours (open or closed) the room is occupied for set up, event, cleanup, excluding 11 p.m. to 7 a.m. if room is unoccupied***

Optional Items

Please check all options you want provided:

- Kitchen in Meeting Room** **\$10**

Warming only, no meal preparation. Must be cleaned.
Center does not have kitchen facilities, Meeting Room only.

- Tablecloth Rental:** **\$4 each** if self-laundering
\$8 each if WCL launders**

Black: 22 Round, 13 Rectangle (various sizes)

Red & White Checkered: 10 Rectangle

*White: 20 Round **White tablecloths must be laundered by WCL*

- Technology Fee** **\$15**

Circle: laptop projector speakers microphone

Technology assistance outside of library hours is not always possible or may require instruction from staff including set up and take down. Please list your contact information in case our staff needs to follow up.

email: _____ *phone:* _____

- Pot(s) of Coffee** **\$5 each**

Only available during regular library hours and subject to staffing levels

- Marketing Assistance** **\$50**

The library does NOT guarantee advertising. Renters may be responsible for their own marketing. Can request assistance: news releases, posters, and social media (printing costs not included). Subject to staffing.

- Janitorial/Garbage Service** **\$50**

Cleaning, trash removal, and floor cleaning (broom & vacuum provided) are the renter's responsibility. **If you are not able to put away tables/chairs, clean thoroughly, and remove trash, select this option.**

- Large Group Rate** **\$25**

If you require more than 50 chairs and/or 10 tables you will be assessed this fee for staff assistance.

Important considerations

PARKING

Many library patrons, who use our back parking lot, have physical limitations. Please consider parking in the U.S. Bank lot (one block north), on Mill Street or at the Baptist Parking lot (both one block east), or on the street.

DONATIONS

Is your meeting free? Please consider a donation to help us offset the cost of maintenance, operation, and cleaning of our facility.

FUTURE EVENTS

Events scheduled more than two months in advance and/or free usage by groups or individuals outside of WCL District (including Pullman) require supervisor approval.

SPECIAL PERMITS

If an event includes alcohol or gambling, the renter is responsible for obtaining the proper permitting. A copy of the renter's permit and insurance may be required along with supervisor approval.

AGREEMENT: I have read and understand the rules and regulations for use of Whitman County Library's meeting facilities and will take full responsibility to abide by those rules and regulations. I do hereby understand that I am responsible for the supervision and control of any group or individuals while using Whitman County Rural Library District meeting room to ensure their safety, prevent injury and/or damage to the equipment, property or grounds of the center. I am at least 18 years of age, have authority to make this application and agree to comply with all facility rules and regulations, and assume liability for any and all damages that occur as related to this rental. Fees only refundable if cancellation is due to library conflict.

I also understand that I am responsible for **ALL SET UP and leaving the room in the same condition** as when I assumed possession. Janitorial and garbage fees will be assessed if renter does not comply. I am responsible for protecting all areas of the meeting room and all of its contents. Should any items be stolen, damaged, broken, access keys lost, or a cleaning fee assessed, I assume liability for these costs.

Indemnification/Hold Harmless: User shall indemnify and hold harmless Whitman County Rural Library District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of Whitman County Rural Library District.

Signature of applicant _____ Date _____
(Must be same person responsible and listing information above)