

# WSPL East Room Rental Policy

The East Room/Kitchenette of the library is available to rent on a first come, first serve basis. The cleaning checklist must be fulfilled after every event.

1. A Rental Agreement form must be filled out and signed by all renters.
2. Rental for events that are not-for-profit and/or educational in nature will not incur a charge in most cases (organizational meetings, educational programs, etc.).
  - a) Ongoing (week-to-week/month-to-month) events that land in this category will require library board approval and may be subject to a fee.
  - b) The cleaning checklist must be fulfilled at the end of the event regardless of whether a deposit is paid.
3. Private parties (birthdays, graduations, showers, reunions, etc.) will be charged \$50/day, plus a refundable damage deposit of \$50. The fee is due prior to or upon receiving keys.
4. An inspection of the East Room, outside grounds, fixtures, and restroom facilities will be made by a representative of the building prior to and after rental. The representative's inspection and assessment will be conclusive. This is to determine damage, missing furnishing, cleaning requirements, etc. to the premises.
5. The damage deposit will be adjusted to repair/correct any problems as outlined in item # 4. Balance of deposit, full or partial, will be available to pick up after inspection, typically 1 – 3 business days after the event. If the renter does not wish to return to the library for the deposit, the deposit will be mailed to the

renter's address. In the event that the damage deposit is insufficient, the renter agrees to pay the amount to repair said damages in excess of the deposit.

6. Parties may request an exemption from the deposit and/or rental fee by filling out a Rental Fee Exemption Request Form for the library board to review.
7. Exemption/Approval requests will be assessed at regular library board meetings, typically held the first Tuesday of the month. If an assessment must be made prior to a board meeting, the library director may contact an officer of the board, and the officer may solely determine the outcome.

*Julie A Cowda* 6-1-21