

East Room Policy

Webb Shadle Public Library

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. Rental Agreement forms must be filled out and signed by all renters. A library representative will provide this form when asked.
2. Private parties (birthdays, graduations, showers, reunions, etc.) will be charged \$50/day plus a refundable cleaning and damage deposit of \$50. The room will be considered reserved once the rental application is completed and the daily room rental fee is paid. The \$50 refundable deposit is due prior to or upon receiving the keys. A Library employee will inform you as to when keys will be available for pick up.
3. Rental for events that are nonprofit, educational in nature, or open to the community may not incur a charge (organizational meetings, educational programs, etc.). Patrons who feel their event should have the deposit and rental fee waived may request an exemption by filling out a "Deposit & Rental Fee Exemption Request Form" for the director to review.
 - a. Ongoing (week-to-week/month-to-month) non-profit events will require director 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.
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 and is based on the signed agreement that outlines facility guidelines. This is to determine damage to the premises, missing furnishing, cleaning requirements, etc.
5. The damage and cleaning deposit will be adjusted to repair/correct any problems as outlined in item number 4. Balance of the deposit, full or partial, will be available to pick up, after inspection, within 3 business days following 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, considering that there is risk to checks being sent via US mail. 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. Webb Shadle Public Library reserves the right to refuse rental if the rental parties don't fulfill the financial burden or act in accordance with library policies.

Adopted: 1 June 2021
Revised: 25 August 2025
Board President:

