

Harrington Public Library
MEETING ROOM RENTAL CONTRACT

**Please Contact the library at (302) 430-3709 or Harrington.library@lib.de.us to reserve
a meeting room (Required: Please sign at the bottom of form)**

Site and Office Address:

101 Little Mastens Corner Road
Harrington, DE 19952
(302) 398-4647

Renter _____

Address _____

Phone _____ # to Attend _____

Rental Time _____ Rental Date _____

FOR OFFICE USE ONLY

Security Deposit _____

Date _____

Cash _____ Check # _____

Proof of Identification:

Type of ID DRIVERS LICENSE
(copy attached)

Rental Fee _____

Date _____

Cash _____ Check# _____

Proof of Security:

Date Received _____
(copy attached)

If tenant goes beyond allotted time, the tenant will be charged \$50.00 per half hour or forfeit the
security deposit.

The renter must sign this Rental Agreement in the space provided below. By doing so, the Renter agrees to adhere to the following requirements, unless special arrangements have been noted by staff on this Rental Agreement and agrees to accept the consequences for their failure to do so.

Usage Policy

The City of Harrington located at 106 Dorman Street has the sole jurisdiction for use of its facilities. The library welcomes the use of our meeting rooms for public programs and private programs. Library meeting rooms may not be reserved for any illegal activity.

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The Library Director will evaluate all applications and reserves the right to reject any application for meeting room use that is not consistent with this policy. The Director also reserves the right to reject any application by

a group or organization whose previous use has resulted in damage or interfered with the use of the library by other patrons.

By order of the Fire Marshall, the large meeting room capacity is limited to 110 people and the Harrington Room has a capacity of 24.

Guidelines:

- Meeting rooms shall be left in the condition in which they were rented. If additional excessive cleaning, trash removal, etc. is necessary after the meeting, the user will be billed for the cost. There is a \$100 deposit in addition to the rental fee. The renter will forfeit their deposit in the event any of the rules of the contract are breached or if a staff member has to remove furniture or clean up after a rental. Additional billing is determined by the level of cleaning or sanitation needed, and if bills are not met legal action will be taken. A checklist of responsibilities prior to exiting the library will be provided.
- The address and telephone number of the library may not be used as the official address of any organization using a meeting room, with the exception of the Friends of the Harrington Public Library and other library-sponsored groups.
- Persons using the meeting rooms agree to hold the City of Harrington harmless from and against any and all losses, claims, actions, damages, liabilities and expense, including, but not limited to those in connection with loss of life, bodily personal injury or damage to property of whatever kind or nature including attorney's fees and costs, proximately caused by an organization's negligence. Also, organizations shall assume complete responsibility for the general safety of their groups and the general public during meetings. Failure to do so shall be cause for future denial of meeting room use.
- Smoking is strictly prohibited in Library Property. Also, alcoholic beverages (except for library special events), gambling, and controlled substances are prohibited on Library property.
- Nothing may be attached to the walls or ceilings and use of lighted candles or oil lamps is prohibited.
- The library staff will not accept any telephone calls for individuals attending a meeting, except those involving a medical emergency.
- Setting up the meeting room is the responsibility of the organization holding the meeting and must be done during the reservation time. Items brought to the meeting room must be removed immediately after the meeting ends. Chairs and tables are available for use.
- All announcements, press releases, flyers, etc, relating to a meeting must state clearly that the meeting is not sponsored by the Harrington Public Library or the City of Harrington. Use of meeting rooms does not imply library endorsement of events or organizations.
- Application for use by minors must be made by an adult aged twenty-one (21) or over who assumes responsibility for adherence to Library rules. The adult must be present during the entire meeting.

- The Library has Free Wifi. The large meeting room has a projector, screen, and presentation capabilities and the Harrington room has a screen with the capability to do presentations. Library staff members may not be available to assist with the use of meeting room equipment. Technical support is available during normal operating hours if needed and a \$25.00 service fee will be charged.
- Persons using the Harrington Room may not remove any books or items from the room. Both meeting rooms have security cameras and any theft or damages to library property will be prosecuted.
- Groups using the kitchenette facility must bring their own food, drinks, and utensils, and must leave a clean workspace when the meeting is over. No food preparation is permitted. However, appliances may be utilized for warming purposes. All food must be consumed in the meeting room and must not be taken into other areas of the library including the halls, lobby, and restrooms. All garbage and trash must be placed outside in the library's garbage disposal bin.
- The Harrington Public Library is not responsible for damages to or theft of equipment used or left in a meeting room, including but not limited to damages by viruses to software or computers. The Library also assumes no responsibility for items left on the premises, and will not store them. The Library will contact the organization regarding items to be removed. After 15 days, the Library will dispose of them.
- All individuals must immediately leave the Library if any fire or security alarm goes off. The police and fire stations will have been alerted.
- Individuals attending meetings are subject to all Library rules and regulations. Failure to abide by Library rules, regulations and this Policy, or to cooperate with Library staff, will result in ejection and rejection of future use requests.
- Persons using the meeting rooms do so at their own risk. Persons using a room are responsible for the actions of themselves and their guests. Those using a room are cautioned that children 12 and under may not be left unattended in the Library.
- The persons sponsoring the meeting must limit attendance to the meeting room capacity. Individuals arriving after the room has reached capacity should be refused entrance. The Library reserves the right to monitor the number of attendees to ensure that the fire code regulations are observed.
- Only exits not marked as emergency exits may be used to leave the building except in an emergency. These doors are alarmed and organizations will be charged \$25 for non-emergency use.
- The Library reserves the right to disallow or revoke permission granted to organizations for use of the meeting rooms on a case-by-case basis if that organization has previously violated these rules, or if it is believed by the Library that use of the room will interfere with Library operations, adversely affect public safety or cause public disturbances. Persons that do not fulfill their obligations as enumerated in this policy may be denied use of meeting facilities in the future. A list of these organizations will be kept in the Library's Public Information Office. If the organization wishes to appeal the denial, it may submit a letter of appeal to the City of Harrington.

- Persons that do not fulfill their obligations as enumerated in this policy may be denied use of meeting facilities in the future. A list of these organizations will be kept in the Library's Office. If the organization wishes to appeal the denial, it may submit a letter of appeal to the City of Harrington.
- Meeting rooms may be reserved for one-time programs only rather than for ongoing, regularly scheduled meetings.

Fees are payable before room use:

Large Conference Room (Capacity of 110)

Business, Corporations, Political Organizations, Religious Organizations and all other non-profit organizations

- \$50 per hour

Lake Forest Tax District Community organizations

- Free

Harrington Room (Capacity of 24, Only available while the library is open)

Business, Corporations, Political Organizations, Religious Organizations

- \$25 per hour

Lake Forest Tax District Community organizations

- Free

Tenant

Date

Library Director

Date