

Grand Saline Public Library Civic Center

201 E. Pacific, Grand Saline Texas 75140 Telephone 903-962-5516 Fax 903-962-6866 grandsalinelibrary@gmail.com

Civic Center Rental Agreement

(Please Print)

Name of Applicant/Contact: _____

Address: _____

Contact phone number: _____ Email: _____

Day/Date room requested: _____

Hours of use: _____

Purpose of use: _____

Will additional set up time be needed? Yes _____ No _____ Time _____

Fee Schedule: \$100 a day with an additional \$100 deposit which will be returned via mail after the event if no problems are found.

I agree that the above statements are true and I agree that I have read, understood, and will honor all policies and information, including the attached General Use Civic Center Rental Regulations which are part of this agreement. I understand Grand Saline Public Library is only expected to provide services and equipment identified in this contract.

_____	_____	_____
Signature of applicant	Printed Name	Date

_____	_____	_____
Grand Saline Public Library Signature	Printed Name	Date

Please note: submitting this application does not guarantee room use; you will be notified when your application has been approved.

General Use Civic Center Regulations

The Library Civic Center is available for public gatherings and/or meetings. The library reserves the right to have a member of its staff in attendance at any meeting within Library facilities.

1. The Civic Center may be reserved on a first-come first-serve basis. A \$100.00 rental fee will be charged plus a \$100.00 deposit to ensure the renter leaves the premises clean and undamaged.
2. Notice of cancellation of a reservation should be made to the library as soon as possible, but no later than 7 days prior to the meeting or gathering. If notice is not given within 7 days rental fee and deposit will not be returned.
3. Groups who fail to comply with Library policies, damage equipment or furnishings, or who have caused disturbance in past use will be ineligible to use the Civic Center.
4. Federal and State Statues, Laws and all local ordinances must be observed.
5. No additional furniture or equipment other than that provided is to be utilized without prior Library approval.
6. No physical changes are allowed except for rearrangement of furniture, which must be replaced. Items in displayed exhibits are not allowed to be disturbed.
7. Nothing shall be attached to the walls, ceilings, cabinets, or any other fixture.
8. Those using the room are requested to leave it clean: sweep the floors (broom, dust pan and mop are in the closet by the stairs) NO WET MOP ON WOODEN FLOORS. Wash Civic Center dishes and silverware and return to cabinets. It is required that all surplus food be removed before the room is vacated.
9. The user will be expected to pay any expense incurred resulting from damage to the Civic Center or Civic Center furnishings therein.
10. The party renting the Civic Center shall assume all responsibility for all actions of their guests and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
11. The Civic Center is a smoke free free facility.
12. The key will be available only during the normal operating hours of the library, 9AM to 5PM Tuesday-Friday. The key must be returned on the first library operating day following use. The key may be returned in the night drop located on the library's front door.
13. Line garbage can with a plastic bag. The bags are located in the drawer next to the refrigerator. Put garbage outside in the garbage receptacle.
14. Table clothes must be used on wooden tables and these are not provided.
15. During the winter months you must return central heat to a low setting of 50 degrees and during the summer return the air conditioning to 78 degrees before you leave.

GRAND SALINE PUBLIC LIBRARY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR ACCIDENTS ON OR ABOUT THE PROPERTY.

LIBRARY IS NOT RESPONSIBLE FOR UNAUTHORIZED EXPENDITURES MADE BY RENTERS.

In case of an emergency contact one of the following: Kelli Bryant 903-962-3460 or Jan Adamson 903-962-5565.