

Room Rental Agreement

Lone Cone Library

PO Box 127 1455 Pinion Street Norwood CO 81423

1. Contact Information

Name of Renter: _____

Organization (if applicable): _____

Full Mailing Address: _____

Phone Number: _____

Email: _____

2. Rental Details:

Room Reserved: _____

Date(s) of Rental: _____

Time(s) of Rental: _____

Purpose of Rental: _____

3. Deposit Details:

- **Deposit Amount:**
- **Payment Due Date:**
- **Refund Conditions:** The deposit is refundable within 30 days of the reservation if the room is returned to its original condition, with no damage or excessive cleaning/trash removal required.

4. Terms and Conditions:

- **Usage:** The room is to be used solely for the purpose stated above. Any other use is prohibited without prior written consent from the library.
- **Setup and Cleanup:** The renter is responsible for all setting up and cleaning up the room. The room must be returned to its original condition.
- **Damage:** The renter is responsible for any damage to the room or library property during the rental period. Any damage must be reported immediately.
- **Deposit Refund:** The deposit will be refunded within 30 days after the rental period, provided the room is returned to its original condition. If there is any damage, excessive trash, or excessive cleaning required, the deposit will be forfeited.
- **Behavior:** All attendees must adhere to the library's behavior guidelines. Disruptive behavior will result in immediate termination of the rental agreement. Below you will find the Patron Responsibility and Code of Conduct. By signing, you acknowledge that you have read and agree to the code of conduct.
- **Liability:** The library is not responsible for any personal injury, loss of property, or property damage occurring during the rental period.
- **Insurance:** Proof of insurance will be required at least 5 days prior to the event for events where alcohol will be served or sold.
- **Capacity Limits:** The maximum number of attendees allowed per room is 72.
- **Audio/Visual Equipment:** During regular business hours, our staff will generally be available to assist with audio/visual equipment as needed. However, for equipment use outside of these hours, the renter is responsible for all setup. We highly recommend scheduling a walkthrough prior to the event to ensure all devices are compatible and that you are comfortable with the equipment usage.
- **Door Codes:** All door codes will be assigned only after the rental agreement is signed and the deposit is received.

5. Signature: By signing below, the renter agrees to abide by all terms and conditions outlined in this agreement as well as the Patron Responsibility and Code of Conduct.

Renter's Signature: _____

Date: _____

(For Staff Use) Lone Cone Library Room Rental Agreement

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Code of Conduct

1. Individuals on library property will, at all times, show respect for themselves, other library users, staff and all property of the Library.
2. They will refrain from behavior that is illegal; that may constitute a danger to themselves or others; that is disruptive, threatening, or damages library property.
3. Library patrons will keep all valuables and personal property with them at all times. (*The library is not responsible for lost or stolen items.)

Permitted conduct in the library includes:

- Quiet and courteous use of cell phone in lobby
- Small group congregation for social, study or discussion purposes
- Consumption of light snacks and covered beverages in lobby
- Service animals as defined by ADA and Disability Law Colorado
- See Community Room Policies as appropriate

Prohibited conduct in the library includes, but is not limited to:

- Code of Conduct Violations: violating any Library District Policy, Patron Code of Conduct or rules for usage of materials, computers or other library property.
- Failure to Comply: failure to comply with any request or demand of staff.

*See following list of misconduct that is not tolerated for more details.

The Lone Cone Library District reserves the right to remove any person and/or restrict library privileges of any person whose conduct is deemed by library staff to violate this Code of Conduct. Recurring offenses may elevate the penalty. Consequences could be verbal warning, temporary suspension from use, police intervention or permanently banned from the library.

Misconduct

The following forms of misconduct are deemed serious and may result in restricting access to the Lone Cone Library District for up to 90 (ninety) days depending upon the frequency or severity of the incident(s). The age of the patron and any mental disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- Alcohol/Drugs/Intoxication: possession or use of alcohol, tobacco, marijuana or illegal drugs or being under their influence.

- **Disorderly Conduct:** disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others; repeatedly questioning, commenting, approaching or confronting staff with questions or comments currently being addressed or previously addressed.
- **Identity Theft:** obtaining, possessing, transferring or in any way using the identifying information of another without that person's consent including using another person's library card without their permission.
- **Inappropriate Activities:** engaging in activities inappropriate for a public library facility including, but not limited to, loud social interaction, bathing, shaving, washing clothes, sleeping, gambling, betting or wagering.
- **Misuse of Computers:** utilizing library computers to engage in illegal activities, to gamble, wager or engage in booking activities, or to publicly view sexually explicit or pornographic materials.
- **Inappropriate Attire or Poor Hygiene:** failure to wear appropriate attire, posing a health, safety or sanitary risk or having bodily hygiene that detracts from the enjoyment of the library by others or damages library property.
- **Theft:** concealing library materials or property on library premises, theft or other attempts to convert library property to personal use.
- **Verbal Abuse:** using language, words, expressions, gestures or other behavior that is intimidating, insulting, hostile, loud, abusive, obscene, offensive, rude, vulgar, or demonstrates a lack of civility to others.

Severe Misconduct

The following forms of severe misconduct may carry up to a one year banning penalty depending upon the frequency or severity of the incident(s). The age of the patron and any medical disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- **Physical Abuse:** behaving in a threatening, intimidating or violent manner toward any person, or acting in a manner that creates the potential of physical injury to oneself or others and any form of unwanted touching or other contact.
- **Property Damage:** destroying, damaging, defacing or vandalizing library property on or off library premises or threatening to damage such property in any way.
- **Sexual Misconduct:** engaging in any action that is sexually inappropriate or offensive including, but not limited to, lewd or lascivious behavior, indecent exposure, sexual battery, touching one's self or others inappropriately or publicly displaying any pornographic or sexually explicit materials whether in photographic, graphic or animated form which does not relate to medical

research or would otherwise be considered obscene by local community standards.

- Threats: communicating a threat of harm to any person or property including patrons, Library District staff members and security guards.
- Weapons: (inapplicable to law enforcement) openly carrying a knife, blade, firearm or other object that could be used as a weapon; carrying a concealed knife, blade or other object that could be used as a weapon; or, carrying a concealed firearm without a concealed firearm permit issued by the State of Colorado.

Room Rental Costs/Fees

Room Rental Costs / Fees		
North/South Multipurpose Room Fees	0-4 Hours *4 hour min. charge*	Daily Charge
Non-Profit Entity	\$20 (one room) \$40 (both rooms)	\$60 (one room) \$120 (both rooms)
Private Use	\$30 (one room) \$60 (both rooms)	\$80 (one room) \$160 (both rooms)
For Profit / Public Use	\$40 (one room) \$80 (both rooms)	\$100 (one room) \$200 (both rooms)
Room Security Deposit	\$100 (Refundable)	
*Applicable to all Multipurpose Room Use		
Alcohol Deposit	\$100 (Refundable)	
*Applied in addition to room deposit		
Audio/ Visual Sound System	\$25 Flat Fee	
Tablecloth Rental	\$15 per tablecloth	
Kitchen Use * Can only be used if renting the South or both Multipurpose Rooms*	\$50 Flat Fee	
Conference Room	\$5 / Hour	
Study Rooms	No Charge	