

WHEATON COMMUNITY LIBRARY Community Meeting Room Reservation Request

CONTACT INFORMATION			
Name of Contact:		Name of Organization:	
Street Address:		City:	State: ZIP:
Day Telephone Number:		Evening Telephone Number:	
EVENT INFORMATION			
Event:		Estimated Attendance:	
Reservation Date:	Start Time:	End Time:	
Time Allotment (Please choose one):	All-day use of the Meeting Room: <input type="checkbox"/> \$50.00 fee, plus \$50.00 deposit		
	1/2 day use of the Meeting Room: <input type="checkbox"/> \$25.00 fee, plus \$50.00 deposit		
	Non-profit organization: <input type="checkbox"/> Waiver fee, plus \$50.00 deposit		
<input type="checkbox"/> Yes <input type="checkbox"/> No Please contact me about coffee, snack, and/or boxed lunch service.			
<input type="checkbox"/> Yes <input type="checkbox"/> No I would like to use the Community Room's Wireless Internet Service.			
<input type="checkbox"/> Yes <input type="checkbox"/> No I would like to reserve a computer projector and screen (requires add'l \$5 rental fee).			



DIRECTIONS FOR USE OF THE COMMUNITY MEETING ROOM AT THE WHEATON COMMUNITY LIBRARY:

- A. A responsible adult making arrangements for the group will come to the City Clerk's Office and will:**
 - Read the "Meeting Room Policy" on the reverse side of this reservation form.
 - Sign this statement, pay the \$50.00 mandatory deposit and appropriate rental fee.
- B. Reservations will be accepted, in advance, according to availability and purpose.**
- C. The Meeting Room must be left in a clean condition. Any damages to the building or premises will be the responsibility of the individual renter or organization.**
- D. If a meeting is scheduled after the Library is closed, the renter is responsible for obtaining a key from the City Clerk's Office during regular business hours from 8:00 a.m. until 4:30 p.m. The lights must be turned off and the outside door must be locked before leaving. The keys may be left in either of two drop boxes outside City Hall.**
- E. Cancellations should be made as far in advance as possible. Persons or organizations canceling their reservation three days or less before the reservation date, will forfeit their rental fee.**
- F. The City Council will impose a fine of \$50.00 if there is any violation of guidelines or policies as set forth. The Council also reserves the right to cancel a reservation or to refuse a reservation for any infraction or misrepresentation of these policies.**

The undersigned accepts full responsibility for the Community Meeting Room while in use by the above renter(s) or organization(s):

Representative's Signature: _____ Date: _____

Library Community Meeting Room Policies

The Wheaton Community Library and its Meeting Room were constructed with tax funds and should be of maximum use to the public. However, use of the Meeting Room must be under certain conditions. The Library facilities shall, therefore, be administered under the following general policies:

1. A "Meeting Room Reservation" form (found on the reverse side of this policy form) **MUST** be signed by a responsible party and a copy filed with City Hall.
2. The Meeting Room may be used by non-profit organizations of a public service or educational nature and for profit business meetings. Religious and fraternal groups shall be considered on an individual basis. Library produced or sponsored programs will be given priority in scheduling of the Meeting Room.
3. The Meeting Room shall not be reserved for money-making projects (such as rummage sales, sales of new items, etc.), except by non-profit organizations where the profits will be donated for community or library purposes.
4. There will be no charge for the use of the Meeting Room for non-profit organizations. For-profit businesses will be charged a rental fee of \$25.00 for one-half day and \$50.00 for all day use of the Meeting Room. In addition to the above fees, a \$50.00 deposit is required before the Meeting Room is used. The deposit will be returned after the use of the Meeting Room if the Meeting Room is cleaned and all equipment is in working order. Any group, business or person which fails to clean the Meeting Room after use will be billed a custodial fee of \$50.00 and may be denied future use of the Meeting Room. Additional damage charges may be assessed against a group, business or person responsible for undue damages to the Meeting Room.
5. Food and beverages, in the form of "light refreshments", may be served in the Meeting Room. No preparation of foods or meals will be allowed in the Meeting Room. Basic beverages such as coffee and other similar drinks may be served. However, no red or grape beverages shall be served.
6. Groups or persons using the Meeting Room may set the room up as they wish, but are expected to leave it in the good order in which it was found, with chairs and tables returned to their original places.
7. No smoking or alcoholic beverages will be allowed in the Meeting Room or any other rooms of the Library.
8. Reservations will not be accepted more than thirty (30) days in advance of meetings. No provision will be made to reserve the Meeting Room on a constant basis. The Meeting Room must be booked for each meeting. Storage of equipment or supplies for the groups using the room is prohibited.

The above policies may be waived or modified under the discretion of the City Council.

Adopted February 18, 2005

COPY TO RENTER(S)

ORIGINAL FOR CITY RECORDS

(For Office Use Only)					
\$50.00 Deposit Fee Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Ck No.: _____	Date: _____	By: _____
Rental Fee Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Ck No.: _____	Date: _____	By: _____
Food/Drink Quote & Paid: \$.	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Ck No.: _____	Date: _____	By: _____
\$5.00 Projector Fee Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Ck No.: _____	Date: _____	By: _____
Key Obtained By:				Date: _____	By: _____
Key Returned By:				Date: _____	By: _____
\$50.00 Deposit Fee Returned To:				Date: _____	By: _____

City of Wheaton, City Hall, 104 9th St N, Wheaton MN 56296
Telephone: (320) 563-4110 Fax: (320) 563-4823

Revised 08/19/09