The Library Company of Burlington

Meeting Room Rental Agreement

1. The Rental Fee and the Cleaning Deposit Fee of $25.00 are due at least one week before the day that the Meeting Room is reserved for an Event. Please note - we can not accept money orders, wire transfers or credit card payments.

2. The Rental Fee applies only to the facility, furnishings, and the equipment necessary for cleaning the facility.

3. The Meeting Room must be properly cleaned, the trash taken out and the tables and chairs rearranged in the order they were found before the Cleaning Deposit Fee will be returned.

4. All cleaning, and trash removal, etc. must be done by you or your group on the day of the Event.

5. Unless the Meeting Room has been rented hourly on the day before the Event all set-up and decoration will be done on the day of the Event.

6. Any damages or theft of library property will first be deducted from your Cleaning Deposit Fee and the balance will be invoiced to you or your group.

7. Publicity and signs, provided by the organization or an individual, must not give the impression that the Library sponsors the program or event and must be pre-approved by Library Staff.

8. All signs must be professional, placed in the display stand provided, and removed immediately after the program or event.

9. Do not adjust the heat or a/c ask the staff for assistance.

10. When you leave the Meeting Room please turn off the lights.

11. Alcohol consumption and smoking on our property, on our sidewalks and front porch, and inside our building are strictly prohibited.

My submission of this rental agreement form certifies that I have read and understood and will honor all the terms of this rental agreement.

Signature_____________________________________________Date______________