

Meeting Room Reservation – Private Function

Leetonia Community Public Library

Thank you for your interest in reserving a LCPL meeting room. LCPL's meeting rooms are available to Community Groups and private individuals alike, for a variety of purposes. For more information on acceptable use of the Library's meeting rooms, please check LCPL's Meeting Room Policy.

Use of the Community Room costs **\$150 for a block of up to 4 hours, plus a \$50 Safety Deposit.** Each additional hour after the first 4 hours costs \$25 per hour. A check for the returned Safety Deposit will be sent to the address on this form within 30 days, as long as the room was left clean and in order. Additionally, there is a \$100 fee if library staff sets up tables and chairs for your event. Non-profit and community groups are not charged these fees, but are only able to use the room during the library's regular business hours.

Decoration and cleanup must occur on the day of the event, within the scheduled block of time. For reservations during the library's hours, please check in with the front desk when you arrive and before you leave. For afterhours reservations, a library employee will arrive at the scheduled times to open and to lock up for you. Unless other arrangements are made with the employee locking up, you are expected to stay until the end of your reservation time, especially if the door is unlocked for afterhours reservations. Leaving the library before the employee arrives to lock up or staying past your scheduled times will forfeit your Safety Deposit.

Fee-based reservations are not confirmed until all fees are paid. Notify the library of cancellation at least 48 hours in advance for a full refund. After this 48-hour period, no changes may be made to the reservation and refunds will not be issued. Anyone using a meeting room must vacate the building by 8:00 p.m.

When using the Community room at LCPL, the Library will provide chairs, tables, a refrigerator, a microwave, and waste receptacles. Items in the kitchenette are there for your use - please clean and return anything you use. **Please bring your own trash bags and cleaning supplies; the library's dumpster will be open for you to put your trash in.**

You are free to arrange the tables and chairs as you wish for your event, **but we ask that you rearrange the tables and chairs in the same way as the posted signs depict before you leave.** Extra tables and chairs are stored in the closet in the Community Room; please let us know when you arrive for your reservation if you need extras from the closet. Available for your use are:

- 85 chairs
- 12 tables measuring 30" x 5'
- 4 tables measuring 30" x 6'

Food and non-alcoholic beverages are allowed in the Community Room; alcoholic beverages are only permitted on the premises with special permission from the Board of Trustees.



To be completed by library staff:

Reservation Fee paid: _____ Additional hours paid: _____

Added to online calendar:

Date: _____ Staff Initials: _____

Date of reservation: _____

Reservation times, including preparation: _____

Will the event be after hours? Y N

Check this box if you want the back door to be unlocked:

If you want to keep the back door unlocked during your use of the community room, please be advised that you are responsible for people coming into the building that are not part of your group. Please do not allow these people to loiter. If the door remains unlocked, someone must stay in the building at all times and must remain until an employee comes to lock up the building. DO NOT prop open the door, as it can break the automatic opening mechanism and you will be responsible for replacement.

I _____ (signature) understand that I am liable for any damage to the library property and will abide by the terms set forth herein.

Contact name (printed) _____

Phone: _____

Full Address: _____

Total Fee paid _____ Date _____

Library employee to contact after-hours:
