



FRIENDS OF THE CLARKSBURG LIBRARY

Contract of Use Clarksburg Library Activity Room

Introduction

The Friends of the Clarksburg Library (FOCL) own and maintain the library Activity Room as a gathering place for the benefit of our friends and neighbors in the Clarksburg and surrounding communities. This contract outlines the terms and conditions for the use of the Clarksburg Library Activity Room. By signing this contract, the user agrees to adhere to all rules and regulations specified herein and acknowledges the responsibility to maintain the room's integrity.

Eligibility

The library activity room is available to the Clarksburg community members (individuals and groups) for activities that align with the library's mission, including educational, cultural, creative, and recreational events. Non-residents can apply to rent the room but the FOCL board reserves the right to refuse rental if we believe the event goes against our mission, or would be detrimental to the surrounding neighbors and community.

Booking Procedure

Reservation

Users must book the activity room at least two weeks in advance. Reservations can be made via email, or via telephone. The booking is confirmed only after receiving a confirmation email from the Friends of the Clarksburg Library or the Activity Room Coordinator.

Cancellation

Cancellations must be made at least 48 hours prior to the reserved time. Failure to cancel within this period may result in a cancellation fee.



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Usage Regulations

Time Limits

The activity room can be reserved for a **maximum of 8 hours per day**. This includes clean up. Users must exit by 8pm. Users can get a one hour morning extension for set-up. Extensions may be granted under special circumstances and are subject to availability and additional fees. Users must vacate the building by 8pm to minimize the impact to our neighbors.

Capacity

The room can accommodate up to a **maximum of 65 people**. Users must ensure that the number of attendees does not exceed this limit for fire and safety reasons.

Equipment, Furnishings, & Facilities

Friends Of the Clarksburg Library provides, and approves the use of, basic furniture and audiovisual equipment. Users are responsible for setting up and returning the room to its original condition. Any additional equipment must be approved by the Friends of Clarksburg Library.

There are bathrooms available but please remember these are shared with the library itself. There is also a small kitchen and sink next to the activity room which must be kept clean at all times as this is also shared with the library staff.

Responsibilities of the User

Maintenance

Users must keep the activity room, bathrooms, and kitchen clean and orderly. All trash should be disposed of in the provided receptacles, and any spills or dirt should be cleaned up immediately. Cleaning deposits are non-refundable.

Damage and Liability

Users are liable for any damages to the room, furniture, or equipment. Friends Of the Clarksburg Library reserves the right to charge for repairs or replacements.



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Compliance

Users must comply with all library policies, including noise restrictions and codes of conduct. Failure to adhere to these regulations may result in the termination of room privileges.

Library Rights

Monitoring

Friends Of the Clarksburg Library reserves the right to monitor activities within the room at any time to ensure compliance with this contract.

Termination

Friends Of the Clarksburg Library may terminate the use of the activity room at any time if the user fails to comply with the terms of this contract.

Fees

Usage type	Clarksburg Resident Fee	Terms
Weekday day-use 9am – 5pm	\$50/half day (4 hrs) \$100/full day (8 hrs)	Plus \$50 Cleaning deposit*
Weekday evening use 5pm – 8pm	\$40	Plus \$50 Cleaning deposit* No extension beyond 8pm
Weekend day use 9am – 5pm	\$75/half day (4 hrs) \$150/full day (8 hrs)	Plus \$100 cleaning deposit* Additional time applies for extensions from 5pm – 8pm
Weekend evening use 4pm – 8pm	\$75	Plus \$100 cleaning deposit*
Additional time	\$10 / hour	

Fees are waived for up to 3 hours for local Clarksburg non-profits that provide a benefit/service to the community. Clarksburg residents must provide proof of residence (ID, Bill). ***Deposit is \$200 for parties of over 30 people.**



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Rental Agreement

By signing below, the user agrees to the terms and conditions outlined in this contract and acknowledges their responsibility in ensuring the proper use of the library activity room.

Organization / Individual's name	
Dates of use	
Times of use	From: _____ To: _____
Description of planned event	
Number of people attending	
Renter's Address, City, Zip	
Renter's Phone Number	
Renter's email address	
NOTE: For non-residents it is required that you have a connection / sponsor in the community. Please indicate below who / what your connection is	
Clarksburg Resident Connection / Sponsor Name	
Clarksburg Resident Connection / Sponsor Contact info	

Renter's Signature: _____ Date: _____

FOCL Representative: _____ Date: _____



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Activity Room Agreement and Checklist

Rules of Use

We want your meeting or event to be successful. To ensure that FOCL can properly maintain the Activity Room, and the outside courtyard patio, we require that individuals renting the room adhere to these Rules of Use:

The room has been booked for specific hours per your contract. It is acceptable to come one hour before your scheduled event and to stay one hour after to allow time for set up and clean up. However, users must vacate the room by 8pm at the latest.

Cleaning Up:

- **GARBAGE:** Please use the garbage, recycling, and compost bins in the courtyard. Additional cans are also available at the front. Please sort the waste generated by your event accordingly into garbage, recycle, and compost waste. If additional garbage is left or if trash is found in the courtyard area, your deposit will be forfeited.
- **Cleaning Supplies:** Basic supplies can be found under the sink in a bin labeled "Activity Room Rental Cleaning Supplies". Leaving the activity room unclean will result in a forfeited deposit and FOC will reserve the right to decline future requests for use of the room.
- The kitchen shall be left clean or an additional cleaning fee of \$50 will apply.

Equipment / Amenities:

- The thermostat is set specifically to an ambient temperature. Do not change or alter the thermostat. Just turn on the heat or AC. Ensure that it is switched off before you leave or there may be additional charges incurred.
- It is your responsibility to be sure all windows and doors are locked. A fee of \$50.00 will be charged for doors and windows left unlocked.
- **PARKING:** Handicapped parking is available behind the library. Loading and unloading for the event is permissible behind the library. **Attendees should not park behind the library. You may use this for drop off and pick up of food and supplies etc, but you MUST move your car to the street prior to the event. Please direct your guests to look for parking on the street and to be respectful of our neighbors. DO NOT park in the shared driveway behind the library for any reason.**



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- Room decorations may only be affixed to the walls and ceilings with blue painter's tape. The tape is provided in the bin under the sink labeled "Activity Room Rental Cleaning Supplies".
- Activity Room use includes the use of the facility's 10 tables, 34 folding chairs, and 16 rolling chairs. It is the responsibility of the User to set-up and take-down before and after the event. Removal or damage of any chairs or tables will result in loss of deposit and/or additional charges.
- A projector & screen is available for use at no additional expense. Any damage to the projector or screen will be billed to the User. Please indicate at time of booking the room if you need the projector and/or screen.
- Entrance Keypad – A keypad is used to gain entrance to the activity room. You will be assigned an access code on the day of your event which will be live ONLY for the hours agreed upon with the representative (including the hour before and the hour after the event - until 8pm at the latest). The keypad is monitored to ensure timely entrance and exit and deposit will be forfeited for failing to lock the door or exiting the premises more than 15 minutes after the agreed end period of the booking. Once the time of your booking is complete, your code will be de-activated so please remember to take all belongings before locking up. Any need for the representative to facilitate re-entry will incur a \$25 charge per instance.

Respect for our neighbors

- **NOISE: Please be respectful of our neighbors and consider your noise volume. Noise complaints will result in the loss of your deposit.** Our library is in a residential area so please keep the noise level of your event to a reasonable level.
- **No bounce houses are allowed on the premises - NO EXCEPTIONS**
- Smoking is not allowed anywhere on the premises - even in the courtyard. NO EXCEPTIONS

Damages and loss

- Any damage to the Activity Room, courtyard, kitchen, appliances, equipment, and bathrooms shall be the responsibility of the User and will be billed accordingly.



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Activity Room Rental Checklist

Please check off each item on this checklist before you leave. Please leave this completed and signed checklist on the kitchen counter at the end of your event.

- ☐ Turn off all inside lights (outside lights are automatic)
- ☐ Fold chairs and stack in chair holder
- ☐ Wipe down all tables and put them away in the long cabinet by the door
- ☐ Take ALL leftover food and decorations with you
- ☐ Make sure the kitchen is clean when you leave
- ☐ Sweep Floor
- ☐ Check courtyard area & dispose of any trash/recycling/compostable in the bins
- ☐ Take all garbage/recycling/compostable out to the bins at the front of the library
- ☐ Close & lock all windows before leaving (including sliding door)
- ☐ Turn off the thermostat
- ☐ Leave completed and signed checklist on long cabinet just inside the door
- ☐ Use Keypad to lock the door (click in the lock symbol on the bottom right). Please ensure you wait until you see the blue check mark to symbolize that the door is locked before leaving. If you see a red X please make sure the door is closed properly and try again.

RENTER SIGNATURE _____

RENTER PRINTED NAME _____

DATE _____

For Activity room rental questions or comments before, during, or after your event, please contact Lisa McCapes by email at lm61@mac.com.

In case of on-site Emergency only please contact Lisa McCapes by phone at (916) 616-0276.