

BELGRADE COMMUNITY LIBRARY
106 N BROADWAY
BELGRADE, MT 59714
388-4346
www.belgradelibrary.org

ORGANIZATION:

YEAR:

NAME:

DATE OF USE:

AGREEMENT FOR RENTALS OF BELGRADE COMMUNITY LIBRARY MEETING ROOMS DURING OPERATIONAL HOURS

The meeting room is available to be reserved up to ninety (90) days in advance. Complete the following form and bring to the Belgrade Community Library to ensure your reservation with your payment.

I, _____ (Representative's Name), representing
 _____ (Organization's Name) do hereby state that I understand all Belgrade Community Library's meeting room policies and charges that govern the use of the room. I understand that

_____ (Organization's Name) is responsible for all/any damages/cleaning required to both the room and any Belgrade Community Library equipment/materials used during our meeting(s).

I hereby tender a fee in payment of: _____

Permission for rental is also contingent upon the following conditions:

CONDITIONS:

1. Applications may be made in person, by phone, or by mail to Library Administration at least ten (10) days in advance of the date of reservations.
2. Applications will be considered for both occasional and periodic use as long as such use does not restrict the freedom of the Library in planning and scheduling its own activities. An event reservation, though confirmed, may be canceled by the Library due to the booking of a major Library/City of Belgrade event, elections and natural disasters. A full refund will be made.
3. Applications will be considered for use during normal operating hours, with restrictions at the library's discretion. Events can be scheduled during closed hours upon discretion of the Library Director. The cost of meeting room per closed hour is \$40.
4. Payment is due upon arrival for use of the Library meeting room.
5. No physical changes are allowed in the Library rooms except for furniture rearrangement. Activities involving more than normal wear and tear on the facilities will not be permitted. Users will be held responsible for all damages. The Library is not responsible for equipment/materials left in rooms by users.
6. Rooms may not be used for the consumption of alcoholic beverages, or by groups which have a demonstrated history of unreliability regarding performance/payment/control.
7. No one may charge admission, offer items for sale or charge for any service while using the meeting space, without prior approval. If approval is granted, the individual or group must remit 20% of funds collected to the Library in return for use of the meeting room.
8. The Library reserves the right to have a member of its staff present at each scheduled event.
9. Granting permission to use Library rooms does not constitute an endorsement by the Library of the group or its beliefs/practices. All written publicity for approved meetings/events held in

Library rooms (signs, flyers, etc.), must be approved in writing by the Library prior to distribution.

10. Reservations may only be made up to ninety (90) days in advance.
11. A minimum of forty-eight (48) hours is necessary for cancellation of a booking, or agencies will be responsible for payment of the rental space. To cancel a meeting room reservation, call 406-388-4346.
12. Groups renting meeting rooms will be allowed into the room 30 minutes prior to their reservation at no charge, so that they may set the room up and arrange furnishings. The renter is also responsible for taking down the furnishings and putting them away.

CHARGES PER HOUR

Profit \$20 for 1st hour \$5 for each additional hr _____

***Non-Profit** Suggested
Donation \$10/hr _____

ADDITIONAL CHARGES

Returned Check \$25.00 \$25.00 _____

Room Damages Actual costs/\$50
min. _____

Use of Room before or \$40.00/hr. **TOTAL:** _____
After open hours

PARTIAL/FRACTIONAL USE WILL BE BILLED AS FULL HOUR.

Make checks/money orders payable to: Belgrade Community Library

Mail to:

Gale Bacon, Director
Belgrade Community Library
106 N. Broadway
Belgrade, MT 59714

Signed by: _____ (Representative's Name)

Address: _____

Phone:(_____) _____

Rental Date(s): _____ (Month, Day, Year)

Rental Time(s): _____ (From - To)

***REVIEW OF DOCUMENTATION AND STATEMENT OF PURPOSE:**

The Library, upon receipt and/or review of the "non-profit" documentation or statement of purpose, will determine if a group may rent a room with reduced rates.