

MEETING ROOMS

Advance rentals are subject to the charges that are in effect at the time of use. It is the intent of the Board to review charges and regulations annually with any changes to take effect on July 1st of each year.

A. AUDITORIUM RENTAL CHARGES:

1. When admission is not charged \$100.00
2. When admission is charged or when fees, love offerings, or any type of money is collected or accepted from participants or patrons:

Per performance:
 - a. Local sponsor, local talent and National Charities..... \$150.00
 - b. Local sponsor / Out of town talent. \$200.00
 - c. Out of town sponsor and/or out of town talent..... \$250.00
3. Use of building for rehearsals, building of sets, set-up..... \$ 25.00 per day
4. Security deposit (refundable)..... \$250.00*
5. General rental policies as outlined in Section F of these rental policies shall apply. (Copy of Section F to be furnished and contract signed by each renter.)
Added Note: Auditorium doors closest to the stage area are not to be propped open with anything other than the attached cords. If the cords are missing please let the library staff know.
6. Miscellaneous use by individuals (limited time use)..... \$ 10.00 per hour

B. MEETING ROOM RENTAL CHARGES:

1. Exempt organizations-The rental charge for exempt organizations as listed in Section E of these rental policies shall be as follows:
 - a. Meeting Room..... \$30.00
2. Public service events (i.e. flu shots, tax prep., diabetes group, etc.) shall have free use of the room.
3. Public Rental – The rental charge for all other organizations and individuals Shall be as follows:
 - a. Meeting Room and Kitchen.....\$125.00
 - b. Security deposit (refundable).....\$250.00*
Effective January 1, 2007 a \$25.00 Clean-up fee will be withheld from the deposit for the room if the tables and chairs are not cleaned, taken down and put back on their carts.
4. Maximum occupancy of the Meeting Room is 89.
5. **The Meeting Room Kitchen facilities are to be used as a WARMING KITCHEN ONLY .**

C. LEGION ROOM RENTAL CHARGES:

1. Exempt organizations – The rental charge for exempt organizations as listed in Section E of these rental policies shall be as follows:
 - a. Rental..... \$15.00
2. Public Rental – The rental charge for all other organizations and individuals shall be as follows:
 - a. Rental..... \$50.00
 - b. Security deposit (refundable).....\$75.00*
3. Maximum occupancy of the Legion Room is 35.

* Any cost incurred because of non-compliance with items on the clean-up checklist will be deducted from the security deposit. A minimum of \$25.00 will be deducted.

D. EXEMPT ORGANIZATIONS:

AARP	Homemakers
BPW Club	Jaycees
Chamber of Commerce	Kiwanis
D.A.R.	Lions Club
Diabetes Organization	Masons
EHG Music Club	NAACP
Extension Service	Optimist Club
Franklin Duplicate Bridge Club	Rotary Club
F.S. Arts Council	Schools
F-S Parks and Rec.	
4-H Club	Scouts (Boy, Girl, Cub) Brownies
Garden Club	Shriners
Gentlemen Unlimited	S.L.I.C.E.
Gideons	Strangers Rest
Government Agencies	TOPS
Historical Society	Victims of Sexual Abuse

The above listed organizations are exempt from paying a security deposit.

As an institution of education for democratic living, the library should welcome the use of its meeting rooms for cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members.

E. GENERAL RENTAL POLICIES, RULES, AND REGULATIONS

The Simpson County Library District has adopted certain rules and regulations for the operation and protection of the Goodnight Library and Auditorium, the Trustees and the Renter. Each Renter is expected to abide by said provisions.

1. Arrangement for all rentals shall be made through the library staff. Only persons 21 years or older are allowed to enter into rental agreements with the library. Groups are restricted to those areas of the building it has reserved only, and must vacate the premises by 11:00 p.m.

2. The full rental fee and security deposit is due and payable at the time the reservation is made. Exempt organizations will be billed on a quarterly basis. If the reservation is canceled 30 days or more prior to use 75% of the rental fee will be refunded. Otherwise, the Renter forfeits the rental fee. Arrangements for rehearsals must be made through the library staff.
 - Sets cannot be erected that will prevent rental of the auditorium to other users earlier than 14 days prior to a performance.
 - The auditorium and any areas of the building used for rehearsals must be cleared within 3 days after the last rental date. After that time, \$25 a day will be charged.
3. There shall be no public dances.
4. There shall be no alcoholic beverages or drugs allowed in the building or on the grounds. Smoking is prohibited inside the facility.
5. The pianos in the meeting room are the property of the Ella Hoy Goodnight Music Club. Renters must clear use of the pianos with the president of the Music Club. Theatrical lights in the auditorium are the property of the F-S Arts Council. Renters must clear use of the lights with the Director of the Arts Council.
6. The use of tacks or nails for decorating purposes is prohibited. Scotch tape may be used to attach decorations to the ceiling grid or walls. No decoration may be attached to the sprinkler heads.
7. Renter's deposit will not be returned until a member of the library staff has inspected the building. Any damages will be subtracted from the deposit. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.
8. The Renter shall provide 2 uniformed security guards at all events, at which admission is charged. The names of 2 uniform security guards must be furnished to the librarian before the building is opened for use. Functions for persons 18 and under must be chaperoned.
 - At least 6 chaperones are required: 1 on each stairwell
 - 1 in each bathroom
 - 2 circulating the rented room
9. Any Renter deliberately misrepresenting or not stating the specific use of the building will forfeit their privilege to use the building indefinitely.
10. Library facilities are not available for rental on the following holidays: New Years Eve, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.
11. The Library Trustees reserve the right to amend or alter these policies and regulations from time to time or to make specific exceptions as may be needed.

CLEAN-UP CHECK LIST

- ___ Trash collected in proper containers and placed in kitchen
- ___ Decorating devices taken down
- ___ Tables and chairs wiped down and stacked in proper places
- ___ Kitchen counters are to be wiped off
- ___ All kitchen appliances are to be cleaned and turned off with the exception of the ice maker
- ___ Any spills shall be cleaned up (wet and dry mopped)
- ___ Any damage to the facilities other than normal wear and tear will be the responsibility of the renter.

The Renter is to supply all of the paraphernalia required to do the jobs listed above.

EFFECTIVE January 1, 2006

The Clean-Up Check List will be enforced. If room is not left as it was found a \$25.00 clean-up fee will be withheld from the security deposit and any major damage will be assessed for an additional charge.

SEE APPENDIX E

A/R R 11/21/06