

**Eden Public Library**  
**Meeting Room Policies and Procedures**

**Rules governing all library rooms**

- Food and beverages may be brought in; no food will be prepared at the library.
- Persons or groups using library rooms must use consideration for wear and tear on building and furniture. Any equipment that might damage the floors/walls will not be allowed.
- No firearms may be on the premises.
- Furniture and equipment provided by the library should be left in as good a shape as found and should be returned to the original places.
- All rooms must be reserved in advance for meetings, and a contract must be signed; reservations and key pickup/return will be handled by the librarian. All locks must be secured after any event.
- Heat and air conditioning controls are computerized and will be preset for events; patrons should not tamper with the programming. If they do so, they will pay for the installer from San Angelo to reset the system.
- Room will be reserved on a first-come basis.
- No charge will be made for the use of the room if the community will benefit from the event. Private groups will be charged the regular fee.
  
- **Ben & Beverly Stribling Large Meeting Room**
  - ✓ Room may be reserved for \$65 to cover cleaning, utilities, and restroom supplies; fee must be paid before event is held.
  - ✓ Tables and chairs are available, as is certain audio-visual equipment; arrangements for use may be made with the librarian.
  - ✓ A refrigerator and coffee maker are available for patron use, but cups and napkins must be supplied by patron.
  - ✓ The back door is handicapped accessible as are the restrooms and meeting room.

**Note:** Because of the fragility and cost of the library's plastic stacking chairs, they may not be loaned out.

**Revised 12/20/2008**

## **Eden Public Library Rental Contract**

**Name of Group:**

**Contact Person/Phone Number:**

**Date/Description of Event:**

**Rental fee of \$65 due:**

**Estimated number of attendees:**

**Actual number of attendees:**

**I hereby acknowledge that I have read and agree to the rental policies regarding the Eden Public Library meeting room.**

**I agree that the Eden Public Library is not liable for accidents or damage incurred while being used by my group.**

**Contact Person:**

**Librarian:**

**Date:**

**Revised 12/20/2008**