

# Ethel Everhard Memorial Library

## Multipurpose Room Policy

The Ethel Everhard Memorial Library has exclusive control of the Library facility [WI. Statute ch. 43.58(1)]. Use of the facilities for library meetings or programs shall have priority over all other requests. The Ethel Everhard Memorial Library is not affiliated with any independent groups renting the Multipurpose room.

Anyone reserving/using the Multipurpose room is reminded that the building is first and foremost a library and that the library users' right to a quiet atmosphere should be respected. Failure to comply with the following conditions may result in the suspension of multipurpose room privileges and is up to the discretion of the Ethel Everhard Memorial Library Board.

### Reservations

Multipurpose room functions are scheduled by the Library Staff during library hours Monday-Thursday 9:00-6:00 pm, Friday-Saturday 9:00-1:00 pm. The library can be reached at 608-296-2544. Persons or groups desiring to rent the Multipurpose room will be asked to fill out the *Application for Multipurpose room Use* which will be kept on file at the library until the day after the event. Reservations are confirmed once the deposit is received, and the application is on file.

Reservations for library functions are granted priority. All other requests for reservations are granted on a first-come, first-serve basis. Individuals using the Multipurpose room personally without a reservation may be relocated within the library to accommodate those with reservations. The users assume complete and total responsibility and liability for any and all occurrences or accidents and agree to hold harmless the Ethel Everhard Memorial Library and Board of Trustees.

- Multipurpose room reservations may be booked up to one year in advance.
- Renters must be 21 years of age and older. Any exceptions shall be reviewed by the Library Board.

### Keys

The key to the building may be obtained from the library staff during open hours (Monday-Thursday 9:00-6:00 pm, Friday-Saturday 9:00-1:00 pm) on the day of the event. Keys should be returned in the book drop when finished using the Multipurpose room. A group using the Multipurpose room on a regular basis may be issued a key. The key will be returned if the Multipurpose room is not used for at least a one-month period. There will be a \$50.00 charge for lost keys.

### Cancellations

- Cancellations shall be given at least 48 hours prior to the booked date to allow for refund of fees.
- Cancellations due to inclement weather are exempt but library staff should be notified.

### Cleaning

# Ethel Everhard Memorial Library

The Multipurpose room and lobby area must be cleaned after use. All tables, chairs, and other equipment must be returned to the proper storage areas, lights turned off, and the outside door locked. Cleaning equipment and supplies are provided by the library. They are located in the storage closet with old library door, and underneath the sink in the multipurpose room. Inside the closet is a broom, vacuum, and Swiffer. Under the sink is soap, sponges, multi-purpose spray and paper towel. Kitchen facilities may be used but must be left in a clean and tidy manner. The Kitchen does not accommodate large food service such as fish fries or chili suppers.

The renter is responsible for removing all trash from rented areas. The Village of Westfield recycles! Please place recyclables in the appropriate container. They will be put in the library recycling bin. The renter is responsible for any damage of property beyond ordinary wear and tear. Any renter leaving the facility in an unsatisfactory condition will be assessed a minimum \$20.00 fee. In the event of an emergency, the library phone (during open hours) may be used at the discretion of the Library Director.

Decorations must be removed at the conclusion of the event. Decorating will be permitted on the evening prior to the event, providing there is no other activity scheduled. The library will not permit affixing anything to the walls, floors, ceiling or woodwork with staples, screws, nails or other fasteners. The library will not accept any responsibility for special items or decorations brought to the facility. Any items or decorations you wish to retain must be removed prior to closing the facility at the end of the event. \*Nail or tack holes will be charged \$5 each.

## **Storage**

Arrangements to store group or personal property in the Multipurpose room may be granted on an individual basis and must be made with the Library Director. The library is not responsible for damage to or missing items of the property stored or any items left on the premises following termination of the rental agreement. Nothing may be stored in the furnace room or the library. It is prohibited to use stored supplies and equipment by any group other than the renter of the stored material.

## **Equipment**

Tables, chairs, and other equipment are not to be removed from the facility. The library has 8— 8' banquet tables, 35 conference chairs for extra seating in addition to the multipurpose room furniture.

## **Restrictions**

- The renter agrees that this agreement is made for the purposes of the renter only. Responsibility cannot be assigned to anyone other than the person that signs this agreement.
- Conclusion of events shall be midnight for all events held in the Multipurpose room.
- Tables, chairs, signs or other equipment may not be set up in the Lobby Area or outside sidewalks unless prior permission is granted by the Library Director. Only the multipurpose room itself may be set up by the renter.
- If an outside catering service is employed the caterer and renter will clean all kitchen facilities including the sink and refrigerator.

Approved 10/08/2018

Amended 11/14/2022

# Ethel Everhard Memorial Library

- Minors are not allowed in the room at any time without sufficient adult supervision.
- No smoking, illegal gambling, or any other illegal activities are allowed in the library building or on the grounds.
- Renter agrees that should alcoholic beverages be served at this function; renter assumes complete and total responsibility and liability for any and all occurrences or accidents and agrees to hold harmless the Ethel Everhard Memorial Library and Village of Westfield. Renter also agrees not to serve alcoholic beverages to anyone under 21 years of age.
- It is illegal to carry a firearm, or deadly weapon anywhere on the library premises.
- It is understood the renter will be responsible for all damages. If damages occur, renter will compensate within 10 days of the receipt of damage report all expenses above the amount of the security deposit.

## Rates & Fee Structure

Non-profit organizations: **FREE**

<b>Weekday Daytime (Monday-Friday) 9:00-5:00 pm</b>	Deposit: \$0.00 Rental: 3 hours or less \$15.00   More than 3 hours \$30.00
<b>Weekday Evening (Monday-Friday) 5:00 pm-12:00 am</b>	Deposit: \$0.00 3 hours or less \$15.00   More than \$30.00
<b>Saturday Rental</b>	Deposit: \$25.00 3 hours or less \$25.00   More than \$50.00
<b>Sunday Rental</b>	Deposit: \$25.00 3 hours or less \$25.00   More than \$50.00

## Disclaimer

The Ethel Everhard Memorial Library is not affiliated with any independent groups renting the multipurpose room. The fact that a group is permitted to use a Library multipurpose room does not in any way constitute endorsement by the Library of this group's policies or beliefs. Organizations may not use the Ethel Everhard Memorial Library's logo to promote events.

# Ethel Everhard Memorial Library

## APPLICATION FOR MULTIPURPOSE ROOM USE

Return this signed form with payment to:  
Ethel Everhard Memorial Library 117 East 3<sup>rd</sup> Street, Westfield, WI 53964

Non-profit organizations: **FREE**

<b>Weekday Daytime (Monday-Friday) 9:00-5:00 pm</b>	<input type="checkbox"/> 3 hours or less \$15.00 <input type="checkbox"/> More than \$30.00
<b>Weekday Evening (Monday-Friday) 5:00 pm-12:00 am</b>	<input type="checkbox"/> 3 hours or less \$15.00 <input type="checkbox"/> More than \$30.00
<b>Saturday Rental</b>	<input type="checkbox"/> 3 hours or less \$25.00 <input type="checkbox"/> More than \$50.00
<b>Sunday Rental</b>	<input type="checkbox"/> 3 hours or less \$25.00 <input type="checkbox"/> More than \$50.00

### Responsible Party

---

Renter or group name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_

### Event Information

---

Date(s) Requested \_\_\_\_\_

Time(s) Requested \_\_\_\_\_

Type of activity \_\_\_\_\_

Expected # of people \_\_\_\_\_

### Fees

---

Rental Fee \_\_\_\_\_ Received \_\_\_\_\_

Security Deposit \_\_\_\_\_ Date Paid \_\_\_\_\_

I, the undersigned, have read and agree to the Ethel Everhard Memorial Library's Multipurpose room Policy and further agree that I will assume responsibility for any damages and/or losses which may occur during my period of rental.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Responsible Party/Renter)*

---

### Staff Notes/Key # Issued

Approved 10/08/2018

Amended 11/14/2022

# Ethel Everhard Memorial Library

## Multipurpose room Checklist

Please complete this form and return it to the library counter. You may write additional comments on the back of this form. The library was newly renovated in 2022. The renter is responsible for all items contained in this Agreement. Failure to abide by and carry out responsibilities could lead to withholding part or all the Security Deposit.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

PRE/POST-EVENT INSPECTIONS		
	Pre-event inspection by renter:	Post-event inspection by Library:
General cleanliness of building	_____	_____
Tables and chairs put away neatly	_____	_____
Floor clean	_____	_____
Restrooms are clean	_____	_____
No garbage left in the building	_____	_____
Lights turned off throughout the building	_____	_____
Windows and doors are closed and locked	_____	_____
Discrepancies:	_____	_____
	_____	_____

CLEANING DIRECTIONS	
Located in the storage closet with old library door, and underneath the sink in the multipurpose room	
<b>LOCATING THE CLEANING SUPPLIES:</b>	
_____	Wash table tops
_____	Place chairs neatly around tables
_____	Sweep tile
_____	Remove ALL decorations, including tape
_____	Remove all food that you brought into the facility
_____	Remove all trash from the premises
_____	WE RECYCLE! Please place recyclables in the proper containers
_____	Check restrooms

FOR STAFF USE ONLY		
Key Issued _____	Release Security Deposit _____	
Returned Yes _____ No _____	Forfeit Security Deposit _____	
	Staff Member Initials _____	