

THE METCALFE COUNTY PUBLIC LIBRARY
MEETING ROOM LEASE AGREEMENT

This lease/rent agreement is between the Metcalfe County Public Library and

on

_____ in amount of \$_____ which
allows access

for hours of _____ to _____.

Purpose of event _____.

1. Use of the room is limited for educational, government agencies, economic development and community resource development purposes. Private parties, family reunions, receptions, showers, customer appreciation days, dances, regular monthly club meetings, etc., are examples of events that are not allowed. Library sponsored groups and events have first priority to the room.
2. All meetings shall comply with the open meetings law.
3. Minimum non-refundable fee of **\$50.00** is required when the room is reserved for use after regular library hours.
4. Cancellations should be made within ten (10) days of the event for refund. Key can be picked up the day of use and returned the next work day.
5. User agrees to pay for any damage to the premises or loss and agrees to pay for the replacement, refurbishment, or repair of those articles, fixtures, or furnishings in/or about the premises, which are damaged or destroyed through the willful or negligent act of the party of the user. Sums shall include reasonable cost of labor incurred in making repairs, refurbishment, or replacement. These repairs or replacements are made to be subject to the Metcalfe County Public Library Board's approval.
6. The individual signing this lease in behalf of the renter does hereby and personally guarantee that he/she has full authority to act in behalf of the renter in the execution of this lease agreement.
7. The renter is responsible for liability insurance coverage and must attach a copy hereto. The library assumes no risk. The renter releases the Metcalfe County Public Library of

any and all liability for damages, injury or loss to any person, goods, merchandise or machines from any cause whatsoever. Further, the renter hereby covenants to indemnify and save harmless said renter from any damage, injury or loss from any cause whatsoever, arising in or out of said party of the renter's use to occupancy of the building or premises.

8. Do not pin, nail or tack anything on walls or facings of doors. No decoration can be attached to walls, facings, pictures or doors.
9. Library supplies in the building are not be used. Supplies are for library purposes only. Garbage bags will be furnished. Trash is to be removed from the building by the renter.
10. Renter is not to pull, drag, or scoot tables, chairs, and furniture on the tile floors. Pick up chairs and tables when needed to be moved.
11. Clean tile floors with dust mop and pick up trash as necessary before leaving. Use water only to clean up spills.
12. No alcoholic beverages, drugs, etc., allowed on premises.
13. The Library Staff has free access to the premises during the term lease.
14. In all cases of disagreement arising herein, the statutes and laws of the State of Kentucky shall govern. And the renter further states that he/she does not intend to, and will not, use said premises for any other purpose that will constitute any violations of city, state, or federal laws.
15. Policies subject to change at any time.

Renter/Leaser Party:

By: _____ This (day) _____ of
(month) _____, 20____.

Amended October 12, 2007