

ALGONA PUBLIC LIBRARY MEETING ROOM FEE STRUCTURE

ROOM CONTENTS

12 Tables
127 Chairs
2 Coffee Pots
1 Pot for Hot Water
Service for 50 people
Dish Soap & Trash Bags

MAXIMUM CAPACITY

ROOM A---97
ROOM B---49
ROOM C---24
ROOM D---44

Anyone (private or non-profit, etc.) using rooms A, B, C or D will be required to leave a separate deposit check in the amount of \$50.00. This check will be refundable upon inspections of the rooms and verification of no damages to the rooms.

1. NON PROFIT, RELIGIOUS, OR COMMUNITY GROUP ACTIVITIES

ROOM A-----\$25.00
ROOM B-----\$15.00
ROOM C-----\$10.00
ROOM D-----FREE (Free will offering will be accepted)

2. PRIVATE, BUSINESS, OR COMMERCIAL ACTIVITIES.

NO DIRECT SALES

ROOM A-----\$45.00
ROOM A & B--\$75.00
ROOM B-----\$35.00
ROOM C-----\$12.00
ROOM D-----\$30.00

Adopted: 7/19/95
Revised : 02/21/96
Reviewed: 12/08/99
Reviewed & Retained: 1/09/02
Reviewed & Retained: 2/8/06
Reviewed & Retained: 5/12/10

**Algona Public Library
Meeting Room Request Form**

ROOM(s) _____ Amount Paid: _____ Deposit: _____

Name of Group: _____

Date of Meeting: _____ Group Size (approx.) _____

Time In: _____ Time Out: _____

Purpose of Meeting: _____

Responsible Party: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Room Checked By: _____ Date Checked: _____

Assessed Damage (if any): _____

Furniture & Equipment: Dish Soap/Towels/Trash Bags are Available

Available	Requested for Meeting	Following Meeting
12 Tables		
100 Chairs		
2 - 50 Cup Coffee Pots		
1 - Hot Water Pot		
Table Service for 50		
TV/VCR/DVD		

Tables and Chairs Must be Returned to the Storage Area at the South End of Room B

Keys: Received _____ Returned: _____

INDEMNITY AGREEMENT

Agreement made this _____ day of _____, 20____ between the Algona Public Library, City of Algona and anyone using or renting meeting rooms.

Whoever uses meeting rooms or rents from the Algona Public Library hereby agrees to assume responsibility for any damages to persons or property and will be assessed accordingly. The Renter further agrees to indemnify the Library from all attorney fees, costs, interest, expenses and charges in consequence of the utilization of the Library meeting rooms by the Renter or the Renter's guests, agents or employees.

I have read and agree to abide by the conditions set forth in the Algona Public Library's meeting room policy statement.

Algona Public Library, City of Algona BY: _____

Renter or user of space BY: _____

PLEASE REMEMBER:

- The meeting rooms and rest rooms must be clean, and put back in order after the completion of each usage.
- Garbage cannot be left in the meeting rooms.
- Tables and chairs must be returned to the storage area at the south end of Room B. Renters will be given a key to Room B for this purpose.
- Cleaning supplies are available for use in each room .

Room rental deposit will not be refunded if the above conditions are not met.

Room rental deposit checks will be mailed after Library Staff has inspected the rooms.

THANK YOU!

Reviewed: 12/08/99

Reviewed & Adopted: 1/09/02

Revised & Adopted: 2/8/06

Revised & Adopted: 5/12/10