

Wolfe Community Room
North Baltimore Public Library
230 N. Main St.
North Baltimore, Ohio

ON **Friday**, Pick up keys by **5:30 pm** for weekend use.

\$80.00 fee for use of the room per day PLUS a \$80.00 deposit for keys. If the Wolfe Community being rented as a For-Profit Event, the cost will be \$160.00. **IF YOU WANT TO DECORATE THE DAY BEFORE THE EVENT, YOU WILL NEED TO RESERVE AND RENT FOR 2 DAYS.** The key deposit should be paid separately when the paperwork for the room is filled out and will be returned when the keys are given to the staff member at the front desk. Please **DO NOT LEAVE KEY IN THE BOOKDROP! Cash only for deposit.**

Date of Application

Name of person filling application

Contact Number

Name of Organization (if applicable)

Non- Profit or For-Profit Event

Date of Event

Approx. number attending

Hours of Event

Each group is responsible for setting up and taking down of tables and chairs, clean up and trash disposal.

I have read the Policies Governing Use of the Community Room and agree to see that my group observes the regulations.

Signature

Staff Checklist

Did the patron pay Their \$80.00 Deposit? (need to be turned in the day the paperwork is filled out.)	YES / NO	Staff initials
Does the patron want to use the TV? If s, add \$10.00 to their \$80.00 deposit. Making their deposit a total of \$90.00.	YES / NO	Staff initials
Did the patron pay \$80.00 or \$160.00 on the date of the key pick-up? (\$80 or \$160 CAN NOT BE PAID BEFORE THE KEYS ARE PICKED UP!)	YES / NO	Staff initials

Key # checked out _____ Date Checked Out _____ Staff Initials _____

Date Check In _____ Staff Initials _____

Was the patron's deposit returned to them upon return of the keys?	YES / NO	Staff initials
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Policies Governing Use of Wolfe Community Room

- Use of the Wolfe Community Room (“Room”) is on a first-come, first-served basis. Scheduling and schedule records are the responsibility of the North Baltimore Public Library (“Library”) staff.
- All advertising and promotion of the event should use the following description of the location: “The Wolfe Community Room at the North Baltimore Public Library.”
- The Room may be reserved up to three (3) months in advance. For example, if someone would like to reserved April 30th, they may do so on January 30th or after. They may not reserve April 30th on January 10th or 20th. Take today’s date and count forward 3 months.
- An individual/group seeking to use the Room must complete an application at the Library to reserve the Room.
- A \$80 security deposit will be collected at the time of the application is completed. Subject to the provisions below, this deposit will be refunded when the keys are returned to the Library staff at the Main Desk. A receipt will be issued upon request.
- There is a \$80 user fee per day collected at the time of the Room keys are picked up. \$160 use fee if the event is For-Profit. This fee may be waived by the Library Director for civic and service-oriented groups.
- **Room use is only for the day of the event. If you want to decorate the day before the event you must pay for both day’s use. Only one security deposit will be required for adjoining days use. This includes the use of refrigerator and freezer.**
- Applicants for the room must be 21 years of age. The room may be used for meetings or minors provided the applicant agrees to be present during the entire event and agrees to be responsible for proper decorum of all attendees as set forth more fully below.
- The individual/group sponsoring a program will be held responsible for the conduct of all individuals attending the event and any damage to the Library property and equipment. Whoever signs the application will be considered by the Library as that group’s spokesperson and the applicant agrees to be responsible for any fee or damage incurred.
- The North Baltimore Public Library Board, nor its employees, agents or representatives (collectively “Board”), shall be financially or otherwise responsible to any individual, group, its members or guests for any loss or dame sustained on the Library premises. This includes, but not limited to any injury, loss, damage, destruction, or theft of any property brought into the Library; and that any such property shall be deemed solely in the care, custody, and control of the person or group while it is on the Library premises.

- The fact that a group meets at the Library does not constitute an endorsement of the group's policies or beliefs by the Board. The Library shall reserve the right to refuse the Room to any group at the discretion of the Library Director. An appeal of the decision to refuse any group can be made in writing to the Library Director within ten (10) days of the denied request. The Library Director shall then bring the appeal to the President of the Board. Decisions of the Board are final.
- Admission fees may be charged, articles sold or funds solicited or collected. Under the provision above, a fee schedule or admission and/or prices must be submitted to the director with the completed application for use of the Room.
- Events must not disturb normal library operations. The Library reserves the right to disallow or stop events that are disruptive to normal Library operations.
- The Library reserves the right to review materials for viewing films etc., which is not supplied by the library. A representative of the Library may check-in discreetly at any time during the Room use.
- Room keys are to be picked up by the person responsible for the event. Keys MUST be picked up on the day of the event by 5:30 pm Monday – Thursday, by 5:30 pm Friday and for weekend.
- Requests for special equipment such as the TV must be clearly stated on the application form as well as brought to the attention of the Library staff. An additional deposit of \$10 will be charged for use of the equipment.
- Kitchen facilities may be used. A microwave and refrigerator are provided. Crockpots and coffee makers may be brought in and used. No open flames are allowed.
- No alcoholic beverages of any kind are permitted to be served.
- Smoking is not permitted anywhere on the Library premises.
- The Room must be left clean and in order. The building must be vacated by 11 pm. Janitorial services are extra and must be negotiated with the Library Director at the time of the reservation.
- All trash/garbage must be placed in plastic bags and taken out to the dumpster after clean-up. The dumpster is located at the rear of the library by the alley.
- The individual responsible for the event is to lock all doors, then drop the keys off at the front desk at the earliest opportunity. DO NOT drop the keys in the book drop.

- Cancellation of a scheduled event should be brought to the attention of the Library staff as soon as possible before the event. An event that is not canceled at least three (3) business days before the scheduled event shall result in a waiver of the \$50 security deposit. These funds will be donated to the Friends of the North Baltimore Public Library.
- Please report any damage to the Library property or equipment to the Library staff as possible. DO NOT attempt to repair any Library property or equipment.
- Any violation of these policies may result in denial fo the Room’s future use. Permission to use the Room can be canceled if there is evidence of a violation or intent to violate these provisions. The Library will be the sole judge of such violations.
- All sections of this policy are reviewed by the Board annually. Questions may be submitted to the Library Director, who will refer them to the Board for review.

Community Room Dimensions:

Total Area (including stage) – 38 feet by 35 feet / Stage almost 32 feet by 9 feet deep

Ceiling Height – Stage 9 feet tall / Floor 9 ½ feet tall

Equipment:

12 - 6' plastic folding tables

66 - various types of chairs