



Agreement for Use

Round Valley Library Commons Community Room
PO Box 620, Covelo, CA 95428 707-983-6736

The RV Library Commons facility is owned by the Friends of the Round Valley Public Library (Friends), a 501(c)(3) non-profit volunteer organization, whose mission is: "...to maintain and improve the facility and services of our public library and to provide an expanded facility to give opportunities for the development and enhancement of our community and the lives of our residents."

The Friends reserve the right to deny use of the Community Room and adjoining areas to any person or group that does not support the mission of the organization.

CONTACT

The Community Room must be reserved for use through the Scheduler: Diann Simmons
Phone: 707.489.4663 (preferable) or 707.983.8383

RESPONSIBLE PARTY

One person representing a Group or an Event must be designated the Responsible Party to handle communication and over-all responsibility to the Friends. The Responsible Party must contact the Scheduler to inquire about the availability of the building, to receive approval for use, times of use and to coordinate access and oversight of use. The Scheduler will tour the building with the Responsible Party and establish areas of use and equipment availability. The Responsible Party will be held accountable for following the scheduled times that have been reserved for use, along with allowing adequate set-up and clean-up.

USES

The following uses are at \$10/hr but can be adjusted on a case by case basis at the general monthly meeting:

- Community clubs or organizations meetings/ one-time or regularly scheduled
- Community events sponsored by individuals or groups
- Educational or cultural events – not for profit

Rental Fee charged:

- Community clubs or organizations fund-raising events - \$50
- Private parties (birthdays, wedding receptions, etc.) - \$100
- Events of a commercial/for profit nature - \$200

Use by groups predominantly under 21 years of age

- An Adult Sponsor over 21 will be required to be the Responsible Party and will be present at the event, to oversee access and follow-up with building use/clean up
- Adult Chaperones during event: 2 for 20 minors and less; 3 for over 20. The group is responsible for finding their own chaperones. The Sponsor/Responsible Party must identify chaperones to the Scheduler.

CLEANING DEPOSIT

All groups/individuals are required to pay a refundable cleaning fee upon scheduling of the building. It is a requirement of use that the spaces will be left in the same condition as before use. If clean-up is not adequate the deposit will be retained to pay for cleaning. Based on prior experience, the Scheduler has the discretion to waive the fee. If a group or individual does not follow through with this requirement, future use of the Community Room will be denied. Any damage to the facility, furnishings or equipment, will be deducted from the deposit and/or assessed against the user. The spaces must be clean before vacating the premises. In the case of large community events that finish late in the evening, with special permission from the Scheduler, the bulk of the cleaning can be done the following morning, but all perishable foods MUST be removed at the end of the event, before leaving the building.

- Community groups with no food or crafts - \$25
- Community groups with food or crafts - \$50
- Commercial or private - \$100

AVAILABILITY

Generally the building is available 7 days a week between 8 AM and 10 PM Sunday through Thursday and 8 AM and 12 PM, Friday and Saturday. However, it is not available for regular scheduling on Fridays and Saturdays.

The building will be opened by the Scheduler at the agreed on time, after the Responsible Party arrives at the building and calls the Scheduler. If the Responsible Party or another representative will be late, it is the responsibility of that group/individual to notify the Scheduler ahead of time. When the meeting/event is over, the Scheduler will be notified by phone. The Responsible Party or another representative must remain in the building until the Scheduler arrives, to check the condition of the building and to close up. If the agreed on closing time is passed, the Scheduler can ask the group to leave the building.

TOBACCO AND DRUGS

Per California state law, it is illegal to smoke inside of this facility or within 20 ft. of any entrance to this building. Any illegal drug use is prohibited within this building or in the immediate vicinity. It is the responsibility of the sponsors of the meeting/event, to enforce these requirements.

ALCOHOL

Beer or wine only may be served on premises and only for predominantly adult events. Beer or wine can only be sold on the premises under a single event liquor license, which is only available to non-profits through the State, with County of Mendocino Sheriff's office sign-off. All groups that meet these criteria must obtain their own license, which must be shown to the Scheduler. All events that include liquor, either served free or for sale MUST obtain a single-event insurance rider, which must be presented to the Scheduler in advance of the use of the building.

No alcohol consumption is allowed by anyone under 21. The sponsors will be required to ask any minor consuming alcohol or adult sharing alcohol with a minor to leave their event immediately. The sponsors will agree to ask any adult showing high consumption and/or negative behavior to leave. If necessary, s/he will be responsible for calling local law enforcement or choosing a recognizable responsible person to escort people home that clearly show unsafe/illegal level of alcohol for driving.

INSURANCE

All events that include serving or selling alcohol are not covered under the county's liability insurance policy. Those events must be insured separately as a one-time event. Individual groups or persons are responsible for obtaining that insurance separate from the Friends of the Round Valley Public Library or the County of Mendocino. The coverage must be for \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage;

PUBLICITY AND ACCESS

The advertising of any event held in the Commons must be done independently by the sponsors of the event. Care must be taken to not show affiliation with the Friends of the Round Valley Public Library or the County of Mendocino Public Library, unless either of those entities agrees to sponsor the event. It must be clearly indicated that the event is being held in the Round Valley Library Commons – Community Room. All access to the Community Room is through the Howard St. entrance. Attendees cannot access an event through the Round Valley Public Library, unless the library is a sponsor of the event and it takes place during library hours.

IMPACT ON NEIGHBORHOOD AND BUILDING

Be respectful of other uses of the building. Attention must be given to minimize loud music that carries outside of the building if there are any complaints by neighbors. All loud music must stop by 10 PM Sunday through Thursday and 11PM Friday and Saturday nights. All events late in the evening must minimize all noise after these same hours.

Sponsoring groups understand they are responsible for all behavior, actions and activities of all their members, guests and participants, including responsibility for illegal or violent acts committed by others. Sponsoring groups further understand they must call 911 in case of any life or property threatening situations that are not resolved immediately.

CLEANING and USE

- The room should be left in the same condition it was found.
- The furniture should be cleaned of spills and returned to order
- The floor and carpet should be cleaned of spills and swept/vacuumed
- The garbage/trash should be taken away
- Clean the glass on the doors and windows of fingerprints

- Use of fireplace and of movie and sound system is by request.
- No permanent attachments or items left on premises.
- DO NOT leave the room/building unattended

I/We have read this full agreement and am aware of all responsibilities and requirements for the use of the Community areas in the Round Valley Library Commons. I/We agree to follow these requirements. If there is any change in the need for the space, I/we will inform the Scheduler as soon as possible. By this signature, I/we take full responsibility for our group or personal event.

Signature

Position in group

Date

Check-List for use

Group or Individual: _____

Date of use: _____

Purpose of use: _____

Responsible Party: _____

Position in group: _____ Phone: _____

Type of group/rent PAID:

- Community related –\$10/hr
- Community clubs or organizations fund-raising events - \$50
- Private parties (birthdays, wedding receptions, etc.) - \$100
- Events of a commercial/for profit nature - \$200

Cleaning Deposit PAID:

- Community group - \$50
- Commercial or private - \$100

Areas to be used:

- Community Room
- Equipment to be used: _____
- Lobby Bar area

Alcohol event:

- For Sale beer and or wine – non-profit single event permit required from State - Copy provided to Scheduler
- Serve only, beer and/or wine
- Insurance Rider for single-event provided to Scheduler

Chaperones for groups under 21 years of age:

- 1. _____ Phone: _____
- 2. _____ Phone: _____
- 3. _____ Phone: _____

Signature of Scheduler: _____