



Winter Park Public Library Room Rental Agreement

The Winter Park Public Library's meeting rooms are valuable assets to the community. To insure optimum enjoyment of these facilities by all, everyone using them must adhere to the following policy and regulations.

Policies

- The Library's meeting rooms are open to all groups and organizations.
- The Library Director and/or the Board of Trustees are authorized to deny permission to use Library rooms to any group that is disorderly or violates the regulations.
- Rental of the Library's facilities by a group or organization does not imply endorsement of the group or organization's purpose or philosophy. The organization shall not use or appear to use the name, logo, photo, etc., of the Winter Park Public Library as an endorsement.
- The use of the Winter Park Public Library in no way implies or suggests sponsorship or endorsement of this program by the Library.

How to Apply

Contact the Library Administration Office by calling (407) 623-3278, faxing 407-623-3489, e-mailing amarshall@wppl.org . A tentative reservation will be made over the phone, if the room is available, and a "Meeting Room Agreement" will be mailed to the responsible person. For a confirmed reservation, the signed form and \$30.00 application fee (deposit) must be returned to the Library at least two business days before the meeting. **In order to confirm your reservation, return the "Meeting Room Agreement" and payment as soon as possible.**

Our Meeting Rooms

- 1st Floor Community Room, 90 maximum occupancy
- 2nd Floor Conference Room, 16 maximum occupancy
- 3rd Floor Melanson Room, 30 maximum occupancy

NOTE: Arrangements for equipment and/or setup must be made with the Administrative Office in advance. This includes requests for equipment, number and placement of tables and number and configuration of chairs. The Library staff does not operate any equipment for groups. It is the responsibility of the group to have a competent, trained person there to run the equipment.



Winter Park PUBLIC LIBRARY

	<u>Seating Arrangements</u>	<u>Capacity</u>
1st Floor Community Room	Community Room	
Full Day \$800	Theatre	90
Per Hour \$100 2 hour min.	Classroom	36
	Boardroom	28
	U-Shape	15
2nd Floor Conference Room	Conference Room	
Full Day \$400	Multi Purpose	15
Per Hour \$50 2 hour min.		
3rd Floor Melanson Room	Melanson Room	
Full Day \$480	Theatre	20
Per Hour \$60 2 hour min.	Classroom	16
	Board Room	16
	U-Shape	16

Additional Fees

- Room Booking Fee of \$30.00 is non-refundable and must be paid immediately upon booking of rental. It is a deposit used towards the total rental amount.
- Overstay Fee \$30.00 applies to those rentals that are booked to end when the Library closes. If the renters stay past closing time, this fee will be charged.
- Cancellation Fee \$30.00 applies when renter fails to notify the Library Administrative Office of cancellation two business days prior to the scheduled room rental date.
- Room Cleanup Fee \$30.00 applies when the staff of the Library needs to clean a room after a meeting, i.e. vacuum the floor. Renters do not need to take out trash or rearrange tables and chairs.
- Collection Agency Fee \$15.00 applies when renters do not pay the room rental invoice amount within 90 days after the room rental date.

Regulations

- Meetings may be held during library hours. The hours are Monday - Thursday 9A.M. - 9P.M.; Friday and Saturday 9A.M. - 5P.M.; and Sunday 1P.M. - 5P.M.
- Handouts with a profit-making organization's name, logo or trademark (except for business cards) may be distributed in the rental room only.
- The Meeting Room coordinator may approve light refreshments. *Beverly's Cafe*, the Library's coffee and sandwich cart, provides convenient and affordable catering services if you are interested (contact Bob or Beverly Walbridge at 407-608-9763 regarding catering services). Alcoholic beverages are not permitted. Smoking is not allowed by city ordinance.
- The room must be left in a neat, clean and orderly condition. If these conditions are not met, a Room Cleanup Fee of \$30 or the actual cost of cleaning, whichever is higher, will be charged and notice will be given to the group. Organizations holding meetings assume responsibility for any damage to rooms, contents or equipment used and will be charged for any necessary repairs or replacement.
- Cell phone conversations are allowed in the meeting rooms. However, if someone needs to leave the meeting room to answer the call, that person needs to use the Library's "Cell Phone Zones." There is one on each floor just outside the meeting room. They are as follows: 1st Floor – in the foyer and outside the building; 2nd Floor – Audio Visual Room; 3rd Floor – Typing Room.
- The following disclaimer must be announced at the beginning of all meetings: "The use of this facility in no way implies or suggests sponsorship or endorsement of this program by the Winter Park Public Library."

MEETING ROOM AGREEMENT

As a representative of _____,

I wish to schedule the use of the Community Room, Conference Room, Melanson Room (Circle One)
from ___ A.M./PM to ___ A.M./PM on _____.

Estimated attendance will be _____ people.

The following room rental cost will apply: \$_____per hour Total \$_____.

The following are available to you: Please indicate below which items you are requesting.

_____ Internet (Wireless)	Audio Sound System \$25.00	_____
_____ Screen	Data Display \$25.00 / hour	_____
_____ Extension Cord	DVD Player \$10.00	_____
_____ TV	Easel & Flip Chart \$10.00	_____
_____ VCR	Laptop \$25.00	_____
_____ Podium	Overhead Projector \$5.00	_____
	Piano \$100.00	_____
	Portable CD player \$10.00	_____
	Wireless microphone \$10.00	_____

Name _____

Address _____

Phone _____ E-mail _____

Room Set Up:

Form of Payment: _____

I have read the attached policies and regulations and agree to assume responsibility for adherence to them. I understand that non-payment of fees within 90 days of rental date will result in referral to collection agency and the resultant \$15 agency fee will be added to the invoice amount.

Signature _____ Date _____

This form must be returned as soon as possible in order to confirm your meeting room date and time. Return completed form to:

Ann Marshall
Winter Park Public Library
460 New England Ave., Winter Park, FL 32789
(407) 623-3278 or (407) 623-3489 (FAX), E-mail: amarshall@wppl.org.