



Rental Agreement

Renter Name/Organization _____

Event contact person (if different from above) _____

Phone _____ Email _____

Event date _____ Expected attendance _____

Description of event _____

Rental time: Start _____ am/pm End _____ am/pm Total hours _____

Rental fee: _____ + 7.15% tax _____ = _____

The renter hereby agrees to be bound by and comply with all the terms listed in the Springville City Rental Agreement. The renter agrees to be present during the event and to accept financial responsibility for any damages caused to the specified space during the rental period. The renter agrees to follow the policies of the rental space as provided by library staff. In addition to damages the renter agrees to be bound by the rental times listed in the agreement. Extensions will result in additional fees. The renter agrees to not hold Springville City responsible for anything which may arise out of any act, or failure to act, as it relates to the use of the Springville City facility by the renter or any individual associated with the group using the facility during the rental period. The renter has read, agrees to, and has initialed the list of amenities and rules for the applicable space that is being used.

Signature of renter _____ date _____

Staff Use Only

Staff name _____ payment for room received pay type _____

Date and time received _____ reserved in calendar room selected _____

Upstairs Space availability		
	Business hours	After business hours
Monday – Thursday	N/A	N/A
Friday	N/A	6:30pm-10:30pm
Saturday	N/A	4:30pm-10:30pm

Multipurpose Room availability		
	Business hours	After business hours
Monday – Thursday	10:30am-8:30pm	N/A
Friday	10:30am-5:30pm	6:30pm-10:30pm
Saturday	10:30am-3:30pm	4:30pm-10:30pm

Board Room availability		
	Business hours	After business hours
Monday – Thursday	10:30am-8:30pm	N/A
Friday	10:30am-5:30pm	N/A
Saturday	N/A	N/A

Business Hours - Non-Profit/Personal Use

	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6
Multipurpose Room	\$80	\$90	\$100	\$110	\$120	\$130	\$140	\$150	\$160	\$170
Board Room	\$41	\$47	\$53	\$59	\$65	\$71	\$77	\$83	\$89	\$95
Upstairs Space	N/A									

Business Hours - Commercial Use

Multipurpose Room	\$105	\$120	\$135	\$150	\$165	\$180	\$195	\$210	\$225	\$240
Board Room	\$60	\$70	\$80	\$90	\$100	\$110	\$120	\$130	\$140	\$150
Upstairs Space	N/A									

After Business Hours/Saturdays - Non-Profit/Personal Use

	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6
Multipurpose Room	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350
Board Room	\$95	\$120	\$145	\$170	\$195	\$220	\$245	\$270	\$295	\$320
Upstairs Space				\$445	\$485	\$525	\$565	\$605	\$645	\$685

After Business Hours/Saturdays - Commercial Use

Multipurpose Room	\$180	\$215	\$250	\$285	\$320	\$355	\$390	\$425	\$460	\$495
Board Room	\$130	\$165	\$200	\$235	\$270	\$305	\$340	\$375	\$410	\$445
Upstairs Space				\$605.0	\$662.5	\$720.0	\$777.5	\$835.0	\$892.5	\$950.0

The Multi-purpose Room



Maximum capacity: 150 people

Chairs available: 100 white stacking chairs, 50 white rolling

Tables available: 12 rectangular, 3' x 6' each

Amenities:

- Wi-Fi
- White dry/erase board and markers
- Restrooms and drinking fountain
- Prep/serving kitchen
- Roller shades
- Podium
- Large trash can
- Refrigerator and freezer

Audio/Visual system available for use:

High-definition ceiling mounted projector and large display screen

Electrical and auxiliary plug-ins available (adapters are the responsibility of the renter)

Wireless microphone connected to main sound system

Multi-purpose Room Rules

_____ In general, food and drinks are allowed but in order to maintain a clean facility there are certain foods which are not allowed. These include red or blue colored drinks, chocolate fountains, and dairy based liquids, including ice cream and cheese sauces. Any perishable items should not be left in the room but can be taken and disposed of in our outdoor or prep kitchen trash cans.

_____ Decorations are limited to what can be placed on the table or on free-standing holders throughout the room. Nothing may be hung from or attached to the lights, ceiling, windows or walls of the space. Rice, confetti, glitter, sand or other hard to clean items are not permitted in the space. Open flames or lighted candles are not permitted.

_____ The rental time shall not exceed the agreed upon time and includes all set-up and clean-up time. Any time beyond 15 minutes will result in an additional hour charge.

_____ Constant technical assistance to use the AV system is not provided by library staff during the rental period. We recommend coming in ahead of time to check device compatibility and familiarize yourself with the system. If you do need professional IT support throughout the event, we can arrange to have Springville City IT technical support present at the rate of \$70 per hour.

_____ The renter is responsible for returning the room (including arrangement of tables and chairs) to its original condition. Should you move tables and chairs, please be careful of walls and ensure that they are stacked properly.

_____ The library and library grounds (including parking lot) must remain a drug-free, smoke-free and alcohol-free place. Profane language, fighting and gambling are prohibited on library property.

_____ There must be competent adult supervision in the space for the entire rental period.

_____ If damages occur to the rental space or other part of the library as a result of the use of the group, it is the responsibility of the person who signs the rental contract to pay for all damages.