

**Elgin Public Library**  
**Walter F. Kohler Memorial Building**  
**Program Room User Agreement**

In order to ensure that your reservation is held, this form must be completed, signed, and submitted no later than 1 week prior to the date of the rental in question. Security deposit and/or additional usage fee must be paid in full prior to accessing the meeting room. Security deposit will be refunded after the room has been returned to its original condition.

Security Deposit - \$50 Usage Fee - \$50

The undersigned assumes responsibility of abiding by all library regulations for the use of facilities and equipment being rented and agrees to adhere to this agreement and to any other requirements made by the Elgin Public Library at the signing of this contract for the rental and use of its facilities and the equipment therein. Users shall reimburse the Library for all damages to its facilities or equipment resulting from the use of the same.

**General Guidelines for Meeting Room Rental**

- All events held in the Elgin Public Library must be conducted in an orderly manner and in full compliance with all applicable Library policies and City laws and regulations. Users not in compliance may be asked to leave. Repeated offenses may result in loss of room usage.
- For those events occurring during regular library hours, the User is expected to control the event and avoid disturbing the peaceful use of the library.
- Usage outside of library hours will require a key code for building access. Key codes will be provided prior to the event.
- Library-hosted and City-hosted activities shall be given priority when considering meeting room usage.
- Alcohol, tobacco, and all other illicit substances are not permitted on Library property.

**Additional Fees**

The undersigned is responsible for cleaning the rented area and for restoring it to the condition in which it was found. Cleaning supplies and equipment will be available in the meeting room. Failure to comply with the cleaning agreement will result in the non-return of deposit. In some cases, additional charges may apply.

**Event Clean Up Checklist**

- Furniture returned to the standard arrangement
- Bathrooms cleaned & towels/toilet paper replaced, as needed
- Trash gathered and placed in outdoor receptacle in the rear of the building in the parking lot
- Tabletops cleaned
- Kitchenette wiped down
- Floor vacuumed/swept/mopped
- Lights off & doors shut and locked

**Indemnity and Damages**

THE USER SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND THE LIBRARY, ITS BOARD OF TRUSTEES, OFFICERS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITY OR FINANCIAL LOSS, COSTS OR EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES AND LEGAL COSTS) RESULTING FROM ANY SUIT, CLAIM, LOSS OR ACTION BROUGHT AGAINST THE LIBRARY, ITS BOARD OF TRUSTEES, OFFICERS, AND/OR EMPLOYEES WHICH ARISES OR RESULTS DIRECTLY OR INDIRECTLY FROM THE USE OF THE LIBRARY'S FACILITIES OR SERVICES UNDER THIS AGREEMENT BY THE USER OR ITS SPONSORS, SPECTATORS, PARTICIPANTS, MEMBERS, OFFICERS, DIRECTORS OR AGENTS.

**Assignment**

User may not assign or in any way transfer its rights under this agreement. Nothing in this agreement shall imply any sponsorship, partnership, joint venture, or other association between the Library and the User. The Library's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval of the Library Board.

I/We \_\_\_\_\_ agree to this.

\_\_\_\_\_  
Signature(s) \_\_\_\_\_ Date

Date(s) and time(s) requested: \_\_\_\_\_

Specify setup and/or technology needs: \_\_\_\_\_

Information about your event (include number of people expected, purpose of event, etc.)

Primary Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_