

City of Euless



Mary Lib Saleh Euless Public Library Rules and Procedures

Please read the following list carefully **prior to** signing the Room Rental Agreement.

1. Rental Fee, Damage Deposit, and Signed Rental Agreement are required to secure the reservation.
2. Attendant Fee required day of event prior to the start of the event.
3. No alcohol is allowed in the facility or on the grounds.
4. No smoking or tobacco is permitted inside the facility.
5. Renter assumes responsibility for the conduct of guests while using the above-named facility and is responsible for any damages incurred above the amount of the deposit. The primary renter must be present during the duration of the reservation.
6. The facility must be cleaned and left in the original condition for renter's deposit to be refunded. Any damages incurred during rental will be paid for out of said deposit.
7. Any set up and clean-up time will be included in the renter's scheduled time. Excess rental time will be charged by the hourly fee.
8. Renter's damage deposit will not be applied to rental fee.
9. Attendant will check the facility and make sure it is secured and locked after rental.
10. Attendant will not arrive any earlier than ten minutes before the Agreement's scheduled time.
11. A copy of the meeting room information and the meeting room policies will be given to the renter.
12. All catering will be approved prior to the meeting.

City of Euless



Mary Lib Saleh Euless Public Library Meeting Room Information and Policies

Pricing

Base Room Charge:

\$60 per hour for Euless citizens (3 hour minimum)

\$120 per hour for non-residents (3 hour minimum)

Damage Deposit

\$50 Damage Deposit for events without food or drink

\$200 Damage Deposit for events with food or drink

Attendant fee (if required).

\$20 per hour

Payment Policy

A signed contract, payment in full of the room charge, and all applicable fees is required to secure the room reservation. Refunds on room charges are made when the cancellation is received in writing two weeks prior to the event. If the reservation is cancelled less than two weeks prior to the event refunds will be considered on an individual basis.

Each person, group, or organization using the Library Meeting Room will have a signed rental contract. No verbal agreement for use of the Meeting Room is valid.

Size

Approximately 1500 square feet.

Accommodates a maximum capacity of 188 people standing, or 75 people in a classroom style.

The use of tables and chairs are included in rental fees.

Rental Periods

The Library Meeting Room is available during the following times:

- Monday, Tuesday 9 a.m. to 6 p.m.
- Wednesday, Thursday 9 a.m. to 8 p.m.
- Friday, Saturday 9 a.m. to 4 p.m.
- Sunday 1 p.m. to 4 p.m.

All rentals are subject to a three-hour minimum.

No group or organization may rent the Meeting Room for more than one meeting per month on a regularly scheduled basis.

An event reservation, though confirmed, may be canceled by the library due to the booking of a major Library/City of Euless event, elections, natural disasters, or at the direction of City Administration. In this scenario a full refund will be made.

Damage/ Cleaning

This deposit will serve as security for any additional cleanup of the facility and will be applied toward any damage to the facility. The damage deposit will be refunded to the patron within ten business days after the date of the reservation and after a thorough inspection of the meeting facility. The damage deposit will be refunded if the reservation is cancelled.

The damage deposit will be assessed as follows:

- \$50 – No food or drinks served in the Meeting Room
- \$200 – Food and drinks served in the Meeting Room

Attendant

The City of Euless reserves the right to determine if an attendant is required during a scheduled activity. The City of Euless will determine the number of attendants and hours required. This attendant fee is \$20 per hour per attendant.

Security Officer

The City of Euless reserves the right to determine if police security is required during a scheduled activity. The City of Euless will determine the number of officers and hours required. This fee will be the actual cost of a security officer from the Euless Police Department and is in addition to the attendant fee.

Rights of Renters

Renters shall not obstruct, interfere, injure, or annoy other users, renters, or lessees of the library. The Library Director reserves the right to refuse applications for the Meeting Room that will disrupt the normal use of the library.

Renter cannot sublease or assign its contracted space to another individual, group, or organization. All vendor space must be approved by the Meeting Room Coordinator and, if applicable, by the Fire Marshal. No selling, contract negotiations, money exchange, or financial transactions shall be allowed without prior approval of the Library Director.

Set Up/Tear Down

Renters and their vendors, including caterers, audio/visual, and decorators, must vacate promptly by the contracted time frame. Cleanup and tear down must be included in this time. Renter agrees to leave the premises in good condition which will include:

- Clear tables of any debris or food
- Take down all decorations and remove personal belongings.
- Clean up all spills on tables and floors.
- Advise Meeting Room Coordinator of any damages.

The length of time required by the caterer to set up and break down for an event is included in the occupancy period of the renter.

Fire Codes

The City of Euless Fire Code prohibits candles inside the complex unless specific use is approved in writing by the Euless Fire Department. Candles used for heating or cooking appliances may be used. Decorative materials must be flameproof.

No Renter shall have an attendance larger than the maximum occupancy load that is calculated by the Euless Fire Department.

Food and Beverage

No alcoholic beverages may be consumed in the library building or on City of Euless property. All catering will be approved prior to meeting and outside caterers must be bonded and insured.

The adjacent kitchen is equipped with a refrigerator, microwave, dishwasher, coffee maker, and ice machine. Renters must obtain permission from the Library Administrator for the use of these items. Renters are responsible for their own kitchen and coffee supplies and are required to pay a refundable damage deposit of \$200 if these items are used.

Music

The use of either live or recorded music during an event must be stated in writing, on the Rental Agreement and approved by the Meeting Room Coordinator.

Decorations

No décor may be hung on the Library Meeting Room walls. Loose glitter and confetti are not permitted.

Throwing rice, confetti, and rose petals is prohibited anywhere on the Mary Lib Saleh Euless Public Library premises. The throwing of birdseed is allowed in the parking lot areas only.

Technology & Equipment

Only City of Euless personnel or authorized representatives shall be permitted to operate any audio/visual equipment owned by the City of Euless, unless said equipment is designed and intended for public use.

The Library does not guarantee the availability, functionality, or performance of any audio/visual equipment or related technology services during the rental period. While efforts will be made to ensure that such equipment is operational, Library Staff shall not be held liable for any disruptions or failures that may occur. The Renter is encouraged to come prepared with necessary technology, such as an HDMI cord, and to have a backup plan in place, such as paper handouts, to ensure their presentation or event proceeds smoothly.

The use of electrical appliances or wiring, plumbing fixtures or pipe must be approved in advance by the City of Euless.

The unloading and loading of rental equipment must be done in the service area located on the north side of the building.