

City of Euless



Euless Public Library

Rules and Procedures

Please thoroughly read this packet in its entirety prior to signing the Room Rental Agreement, as it reflects our terms and conditions for renting the Meeting Room.

To facilitate the smooth operation and transition of rentals, please adhere to the following policies, this will insure the refund of your deposit.

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. Acts of gambling, consumption of alcohol or any controlled substances are prohibited on all City of Euless properties including the parking lot. Smoking (including e-cigarettes) is prohibited inside facilities. No activity shall be engaged in at the facility that is a violation of an existing State/Federal law, or municipal ordinance.
4. Renters must be at least 18 years old. The renter is the City's contact for rentals including payments, cancellations, changes, etc. The renter must remain on the rental property for the duration of the rental. One adult chaperone must be provided for every 15 minors (under 18 years old).
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.
6. The facility must be cleaned and left in the original condition for the 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. copy of the meeting room information and the meeting room policies will be given to the renter.
11. All catering must be approved prior to the meeting.

City of Euless



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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).

\$40 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 given when the cancellation is received in writing two weeks prior to the event. If the reservation is canceled less than two weeks prior to the event then refunds will be considered on an individual basis.

Each person, group, or organization using the Library Meeting Room will have a signed rental contract. A verbal agreement for use of the Meeting Room is not allowed.

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 5 p.m.
- Wednesday, Thursday 9 a.m. to 7 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 given.

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, as long as all terms and conditions have been followed. The damage deposit will be refunded if the reservation is canceled.

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 will determine the number of attendants and hours required. The attendant fee is \$40 per hour per attendant.

The attendant will be on site to supervise building use and ensure policies are followed. It is not the responsibility of the attendant to set up, take down or clean up rentals.

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 disrupt other users or renters of the library. The Library Director reserves the right to refuse applications for the Meeting Room that will interfere with the normal use of the library.

Renters may use facilities only for the purpose of private functions (birthdays, anniversaries, receptions, etc.) or meetings for non-profit community service organizations, and corporations/organizations. 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 written approval of the Library Director.

Use of the City of Euless facility name in advertising or publications is prohibited.

Set Up/ Take Down

Renters are responsible for their own set up and take down of all furniture and equipment, under the supervision of the Euless Library Attendant. Tables, chairs, and available audio/visual equipment (such as podium, microphone, and screen-casting) will be provided for renter use.

The City of Euless and the Euless Public Library assume no liability for any injury, accident, or damage incurred during set up, take down, or use of this equipment. Renters and their vendors must include all set up and take down within the reserved rental period and must leave the facility promptly at the end of the contracted time frame. Renters must leave the facility in good condition, including:

- Clear tables of any debris or food
- Take down all decorations and remove personal belongings. Storage of items at City facilities is prohibited and the City is not responsible for any lost or stolen items.
- Clean up all spills on tables and floors.
- Advise Meeting Room Coordinator of any damages.

Failure to comply may result in loss of the damage deposit.

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 must 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 Meeting Room Coordinator 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 pre-approved by the Meeting Room Coordinator.

Decorations

No décor may be hung on the Library Meeting Room walls. Items that may damage the facility (i.e. duct tape, thumb tacks, staples, nails, glue, sticky wall hooks, etc.) are prohibited. Loose glitter and confetti are not permitted.

Throwing rice, confetti, and rose petals is prohibited anywhere on the 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.