

# The Dr. Grace O. Doane Alden Public Library Facility Rental Policy

The Dr. Grace O. Doane Alden Public Library provides several areas for library sponsored or co-sponsored programs and conferences which meet the library's civic, informational, educational, cultural and recreational goals. When not in use for library activities, the library meeting room may be available for rental primarily when the library is closed, at a charge approved by the library board. The Library Board neither approves nor disapproves of content, subject matter, or point-of-view of individuals or groups using the meeting room.

\*The library may be available for rental and/or setup during open hours at the discretion of the library director. If granted permission to utilize the library during operating hours, renters will be asked to leave the parking spaces in front of the library open for regular library patrons. This decision is at the sole discretion of the library director based on the library needs and scheduled programs for requested times and dates.

## **WHO MAY USE THE LIBRARY FACILITIES?**

1. Organizations using the library may not charge admission fees, other than regular membership dues. Exceptions may be made, at the discretion of the Library Director, for educational courses.
2. The library is available at no charge to other city departments, for the conduct of business. However, all other policies regarding set-up, clean-up, etc. apply to city departments the same as to other groups.
3. Patrons who complete the required forms and pay the required fees.

## **HOW TO RESERVE**

1. Application forms to reserve a meeting room may be obtained at the circulation desk, on our website or requested by telephone to be emailed. The signed application and \$100 fee must be received to confirm the reservation. **The \$100 fee includes a NON-REFUNDABLE rental fee of \$50 and a \$50 security deposit.** If you need the room for more than one day for setup or clean up, an additional fee of \$50 will be charged for early access or next day clean up access.
2. There are no cancellations or changes of dates for any reason after the contract is signed and the \$100 fee and deposit are paid.
3. All reservations must be made at least two weeks prior to the event, unless other arrangements are made with the library director.
4. The rental fees for the meeting room must be paid before access to the rooms or picking up the key card will be allowed.
5. "Friends of the Library" lifetime members prior to January 1, 2025 are eligible for one free rental per each Fiscal Year (July 1-June 30). A rental deposit of \$50 will be required for each rental. If the rental is cancelled for any reason, you will forfeit your \$50 deposit. All checks will be cashed. "Friends of the Library" lifetime members who joined on or after January 1, 2025 will be eligible for one free rental with their membership.
6. Only one rental per weekend is allowed due to cleaning expectations for rentals.

## **FEES, DEPOSITS AND KEYS**

1. The **NON-REFUNDABLE** rental fee is \$50 which includes the meeting room, kitchen spaces, use of the patio, or any combination of those spaces. **The \$100 fee includes a NON-REFUNDABLE rental fee of \$50 and a \$50 security deposit.**
2. The security deposit is \$50. After the rental areas have passed inspection, the security deposit will be refunded after the next Alden Library Board meeting which is typically the second Wednesday of each month. The Alden Library Board will have the final decision on the amount of refund that is to be issued.

3. Key cards may be picked up once the deposit and fee are both paid. The key card will only be given to the renter or designee named by the renter on the rental contract. The person must be 18 years or older to pick up the key card. **If you do not pick up the key card, you forfeit your rental date and your deposit. The key card assigned to you is the only way you have permission to access the library.** You may only have access to the library on agreed hours in the signed contract or you will forfeit your deposit and possibly your ability to rent in the future.
4. If you do not return the key card, \$20 will be kept from your deposit.
5. Users are responsible for their own set-up and breakdown. All areas must be returned to the original condition immediately following the rental. Failure to do so will result in loss of security deposit and/or not less than \$25.00 for labor, material, and overhead to cover the cost of the pick-up, cleaning and/or damages.
6. Report any issues to the library director within 24 hours by email at [lisa@alden.lib.ia.us](mailto:lisa@alden.lib.ia.us) or by phone (515) 859-3820.

#### **RULES REGARDING THE USE OF THE BUILDING**

1. NO taping, stapling, pinning or nailing things to the walls, floors or ceilings. NO use of COMMAND STRIPS (or similar products) because it can peel the paint off the walls when removed. ANY DAMAGE WILL FORFEIT YOUR ENTIRE SECURITY DEPOSIT AND YOU WILL BE RESPONSIBLE FOR ALL COSTS OF REPAIRS.
2. No confetti, glitter bombs/cannons of any type.
3. No kids outside riding toys inside such as, but not limited to scooters, roller blades, bikes, trikes, skates, etc.
4. The upstairs is not included in the rental. Guests are not to be upstairs for any reason.
5. Security cameras and the door counter are to remain plugged in at all times. You may turn down the volume on the door counter (located next to the inside front door) if you wish. Security cameras are not to be moved, blocked, covered or otherwise tampered with or you will lose your deposit and possibly your ability to rent in the future.
6. Do NOT move any electronics (TV, DVD player, air purifier, etc.) from their location in the room without special permission from the Library Director.

#### **FOOD AND BEVERAGES**

1. Simple refreshments may be served in the meeting room, providing the room is left in the condition it was found. Users must bring their own utensils and supplies. NO SMOKING or ALCOHOLIC beverages are permitted anywhere on the premises.

#### **PATIO**

1. No glass is allowed on the Mary Silke Alden Library Memorial Patio area.
2. No climbing on or around patio area fountain and landscaping.
3. Users may use a grill on the pavement of the city garage from a safe distance (at least 10 feet) from the maintenance building and patio area to cook for activities in the rented patio area.
4. Users are responsible for their own set-up and breakdown. The patio must be returned to the original condition immediately following the meeting. Failure to do so will result in loss of security deposit and/or not less than \$25.00 for labor, material, and overhead to cover the cost of room pick-up, cleaning and/or damages.

#### **RESPONSIBILITIES AT THE END OF THE EVENT:**

1. Wipe down all tables/chairs and put away.
2. Sweep the floors and make sure any spills have been cleaned up.
3. Make sure all food, decorations or other items are taken away with you.
4. Wash ALL dishes, utensils, appliances, etc. and PUT ITEMS AWAY.

5. Empty the trash cans in the meeting room, bathrooms and kitchen and replace garbage bags. Take all trash to the city dumpsters next door by city hall.
6. Shut off all lights.
7. Return key card in the book drop.

**DISCLAIMERS**

1. No organization, without permission of the Library Director, may list the Dr. Grace O. Doane Alden Public Library as its official address.
2. Groups may not use the Dr. Doane Alden Public Library name or logo in any way that implies Library endorsement or sponsorship of the group’s activities. When publicizing events, organizations may use the library location as follows:

Dr. Grace O. Doane Alden Public Library.  
 1012 Water Street  
 Alden, Iowa 50006

3. The Library reserves the right to refuse reservations.
4. The Library does not take telephone calls for groups or individuals in meetings in the library.
5. The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. Neither the Library Board, staff, nor the City of Alden will be responsible for the property of individuals or organizations meeting in the library, or take responsibility for storage of materials.

**Contacts when library is closed**

If something comes up that needs immediate assistance and can’t wait until the library is open such as a maintenance issue, please contact the city maintenance staff at the following numbers (one of the two staff members is always on call).

Andy Jass 641-373-6422

Steve Lyon 641-373-6423

**Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

<b>1998</b>	<b>2013</b>	<b>January 2023</b>
<b>2003</b>	<b>May 2016</b>	<b>April 2024</b>
<b>2007</b>	<b>February 2017</b>	<b>March 2025</b>
<b>2009</b>	<b>January 2019</b>	<b>January 2026</b>
<b>2010</b>	<b>June 2020</b>	<b>June 2026</b>

## Application to Reserve the Dr. Grace O. Doane Library

Please read "The Dr. Grace O. Doane Alden Public Library Facility Rental Policy" before completing the application form, as you are agreeing to the policy when you sign the application form. The application may be submitted in person, by mail (PO BOX 78, Alden, IA 50006), fax (515-859-3919) or via email (lisa@alden.lib.ia.us). To confirm your reservation and hold your date, a \$100 fee is required (\$50 security deposit and a **\$50 NON-REFUNDABLE RENTAL FEE**).

Today's Date \_\_\_\_\_

Date of Event for Room Rental \_\_\_\_\_

SET-UP TIME \_\_\_\_\_ (your key card will give you access, but the doors will be locked)

EVENT TIME \_\_\_\_\_ (library doors will only be unlocked during this specified time)

CLEAN UP TIME \_\_\_\_\_

### YOU ARE ONLY ALLOWED IN THE LIBRARY DURING THESE TIMES

Name or Name of Organization: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

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

Person picking up the key card for the rental:  
\_\_\_\_\_

I have read "The Dr. Grace O. Doane Alden Public Library Facility Rental Policy" and agree to abide by it. I realize that my **\$50 rental fee in NON-REFUNDABLE** with no exceptions. If I am using my "Friends Rental", my \$50 deposit will be kept if I cancel or do not show.

If I do not return the key card in the book drop immediately following my rental, \$20 will be automatically deducted from my deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR USE BY LIBRARY STAFF:

Date the room was requested: \_\_\_\_\_

Date application sent to patron: \_\_\_\_\_ Sent via \_\_\_\_\_

Date application received: \_\_\_\_\_ Security deposit received: yes no Date: \_\_\_\_\_

Date Room fee Paid: \_\_\_\_\_

Key picked up: \_\_\_\_\_ Key returned: \_\_\_\_\_

Room inspected date: \_\_\_\_\_ By: \_\_\_\_\_

Security deposit Returned Date: \_\_\_\_\_ via \_\_\_\_\_  
by \_\_\_\_\_