

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 is available, 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.

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.

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.
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 keys will be allowed.
5. "Friends of the Library" lifetime members 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.**

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.
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 Thursday of each month. Requests can be made to the Library Director if deposit refund is needed sooner.
3. Keys may be picked up 48 hours prior to the event (or 72 hours if a holiday weekend) during library hours, unless other arrangements have been approved by the director. 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. 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.
5. Report any issues to the library director within 24 hours by email at 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.

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 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 and lock the front door.
7. Return key 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 page or 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

Eric Eugenio 641-373-6423

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

1998

2003

2007

2009

2010

2013

May 2016

February 2017

January 2019

June 2020

January 2023

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 _____

Start time (allow for set-up) _____ End time (allow for tear-down) _____

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: _____

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.

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 _____