

Updated 10/2018

# The Shirley M. Wright Community Room Policy

**Shirley M. Wright Memorial Library**

**Community Room Contract**

**11455 Fremont Street, Trempealeau, WI 54661**

**608-534-6197**

## **Community Room Rental Policy**

The Shirley M. Wright Memorial Library Community Room at 11455 Fremont Street, Trempealeau, WI 54661 is available by reservation for meetings, classes, or other events as a community service for community groups. If the Community Room is to be used for events or meetings promoting products or services for personal profit, prior approval must be given. The Community Room may not serve as a gambling facility. Exceptions may be made on a case-by case basis. The library reserves the right to approve or deny rental to any group.

## **Times Available and Reservations**

The Library Community Room is available to rent on a first-come first-served basis.

## **Reservation Process**

Check room availability by contacting the Library. Complete and turn in a Rental Agreement Form and payment to the Library.

## **Fees**

\$10/hour during hours in which the library is open to the public. The room must be used for a minimum of one hour.

\$25/hour during hours in which the library is closed to the public. The room must be used for a minimum of three hours.

The room will only be rented for a maximum of eight hours.

The room isn't available for rental on Sunday.

Fees may be waived at the discretion of the Library Director, but a cleaning deposit will be required.

## **Amenities**

60 chairs and 5 banquet tables, catering kitchen and serving hatch, refrigerator, microwave oven, white board, automatic wall screen, projector, Blu-Ray/DVD player, Bluetooth sound bar, and podium.

Updated 10/2018

## **Food**

A \$200 cleaning deposit is required when food and/or beverages are served.

## **Responsibilities of the Renter**

- Renter is responsible for set up, not the library staff.
- Renter is responsible for any damage to the room or its contents.
- Please return the community room, kitchen, and bathroom to their original condition after use.
- Be respectful of noise levels when using sound equipment or music.
- Children must be supervised in the Community Room and Kitchen.
- Event promotion is the responsibility of the renter.
- Trash and recyclables are to be removed from the property by the renter. Black garbage bags will be provided by the library.
- No alcohol, no tobacco, no weapons allowed on library grounds

## **Cancellations and Refunds**

Please notify Library Staff of cancellation as far in advance as possible. Refunds will be considered on a case-by-case basis.