



## **Room Rental Rules, Regulations, and Use Agreement**

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# Room Rental Rules, Regulations, and Use Agreement

## I. General Information

*The Winter Park Library's meeting rooms are valuable assets to the community.*

- The Winter Park Library is located at 1052 W. Morse Blvd., Winter Park, FL 32789.
- Our office hours for rental communications are Monday through Friday, from 9 AM to 5 PM (excluding holidays).

Usage of the Library's facilities by a person, group, or organization does not imply endorsement of their purpose or philosophy. The use of the Winter Park Library in no way implies or suggests sponsorship or endorsement of the program by the Library.

To ensure the optimum enjoyment of these facilities by all, everyone using them must adhere to the following policies and regulations.

## II. Inquiries & Provisional Hold

Please visit our [Rent a Room](#) page to find our [Room Rental Application](#). Rentals will only be considered through the completion of a *Room Rental Application*.

*Room Rental Applications* will be responded to via email within 5 business days of submission. Once a date and room are agreed upon by the Library and the renter, the Library will send a *Room Rental Agreement* with specifics to the agreed upon time, date, setup, and pricing. A provisional hold will be placed on the agreed-upon date for 5 business days to allow the renter time to review and sign the *Room Rental Agreement*. Holds may not be extended.

Reservations are not considered final until the *Room Rental Agreement* has been signed and submitted alongside the deposit and payment accepted by the noted deadline.

## III. Payment

Once a date has been agreed upon, the Library will send a *Room Rental Agreement*. After a confirmed reservation, the payment method must be arranged/confirmed within 5 business days. Payment/deposit can be made by credit card, check or cash. Payments must be received at least 5 days prior to the rental date. The rental is subject to cancellation if payment is not received in this timeframe.

## IV. Incidentals Deposit

A security deposit of \$200 is required to rent any Library rooms.

- Deposits are processed and held separate from rental fees, not applied toward account balances.

- Deposits are generally refunded 2-6 weeks after the rental date by check in the mail to the primary listed contact unless the deposit or a portion of the deposit is retained due to violation of any rules or regulations found in this document.

All or some of the incidentals deposit may be retained for the following (including but not limited to):

- Misrepresentation of the organization or type of event
- Damage to building, equipment, and/or property
- Failure to remove all items from the building
- Exceeding posted maximum room capacities
- Use of rooms that are not specified in the signed agreement
- Unapproved catering or catering that includes chafing dishes
- Alcohol use of any kind
- Smoking or use of vapes of any kind on any area of the property
- Use of fireworks, weapons, or explosives of any kind
- Failure to adhere to the rules and regulations explained within this document

## **V. Cancellation**

Cancellations must be made in writing to [rooms@winterparklibrary.org](mailto:rooms@winterparklibrary.org).

- 2+ months in advance of rental date: No associated fee
- 1+ months in advance of rental date: Loss of 50% of incidentals deposit
- 1+ week in advance of rental date: Loss of 100% of incidentals deposit
- 0+ days in advance of rental date: Loss of 100% of rental fee and 100% of incidentals deposit

The Winter Park Library reserves the right to cancel any rentals in the Library. Rentals canceled due to Library closure will be 100% refunded within 2-6 weeks by check in the mail to the primary listed contact.

## **VI. Room Setup & Equipment**

The desired setup layout/equipment needs are due no less than 10 business days before the rental and are the renter's responsibility. Please review the *Room Pricing & Setup Guide* below for information on choices in our Murrah Community Room and Edyth Bush Theatre. Our Collaboration Room furniture is not alterable, but please include if equipment is needed.

Please include requests for equipment (microphones, projector, etc.) and audience/stage setups. Chairs cannot exceed the room capacity. The Library staff does not operate any equipment for rentals.

The renter is responsible for all cords and accessories unless otherwise agreed upon by the Library.

## **VII. Time, Setup, & Teardown**

We allow for a complimentary 30 minutes of setup and teardown before and after the paid-for rental time. This complimentary time cannot be allocated towards event time. It only allows for setup and teardown for the renter. Any additional setup or teardown time must be included in the rental timeframe and paid for. Renters are not permitted to enter the rented room more than 30 minutes before a booking.

Any time used outside of the contracted time will result in additional fees at the hourly rate. This may be taken out of the deposit. If more than the deposit, the renter will be billed for the additional fees. *This includes entering rental rooms before the time specified on the agreement and failing to vacate the facility at the time specified.*

The rented room must be returned to the original condition when provided to the renter, and all tables and chairs must be cleared of all debris. Nothing may be left in the room after the permitted teardown time. We do not have storage available for items before, after, or in between your rental(s), and we are not responsible for any lost, stolen, or leftover items.

## **VIII. Food & Beverages**

- Light snacks, bagged lunches, and non-alcoholic beverages permitted.
- Catering must be approved by the Library.
- No chafing dishes allowed.
- Alcoholic beverages are not permitted.

## **IX. General Regulations**

- The renter shall not use or appear to use the name, logo, photo, etc. of the Winter Park Library as an endorsement.
- Handouts with a profit-making organization's name, logo, or trademark may only be distributed in the rental room. We do not allow activities intended for business solicitation, sales leads, or other commercial, for-profit, or revenue-generating purposes.
- The following disclaimer should be announced at the beginning of all meetings: "The use of this facility in no way implies or suggests sponsorship or endorsement of this program by the Winter Park Library."
- The artwork, plants, and permanent fixtures in the Library are to remain in their designated spots and are not allowed to be relocated.
- No portion of the sidewalks, entry doors, stairways, elevator, or ways of public access to the premises shall be obstructed or used for any purpose other than ingress and egress to and from the premises.
- Based on the nature of the event, additional security or the hiring of Winter Park Police may be required.
- Smoking is not allowed on any part of Library property.

## **X. Denial of Use**

The Executive Director and/or the Board of Trustees are authorized to deny permission to use Library rooms to any person or group if:

- They are disorderly or violate the regulations set forth in this policy.
- The anticipated meeting is likely to be unreasonably disruptive to routine Library functions.
- It is too large for the applicable room capacity.
- It violates the Library's Code of Conduct policy.

## **XI. Additional Needs**

The Library Director and/or the Board of Trustees may determine whether any proposed use of a room will necessitate a police detail or other extraordinary security. If the Library determines that additional security is necessary, the person/group/organization seeking to rent the space will be required to pay the Library, in advance of the meeting, the anticipated sum of the police protection. In making these determinations, the Director and/or Board of Trustees may take into consideration:

- The history of the group's room use and/or behavior in the Library.
- Any information it deems appropriate and may consult with local law enforcement.

## Pricing & Setup Guide

### Edyth Bush Theatre

The Edyth Bush Theatre (EBT) is our largest room. The maximum capacity is 90, depending on the room setup. Located on the first floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>
<i>Regular</i>	\$300	\$2,100

#### Room Setup Options for the Edyth Bush Theatre

Presentation style: capacity = 90

Classroom style: capacity = 24

Podium style on stage

Panel style on stage

### Murrah Community Room

The Murrah Community Room maximum capacity is 30, depending on the room setup. Includes whiteboard. Located on the second floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>
<i>Regular</i>	\$200	\$1,400

#### Room Setup Options for the Murrah Community Room

Theater style: capacity = 30

U-shape: capacity = 20

Boardroom style: capacity = 20

Classroom: capacity = 18

### Collaboration Rooms

The Collaboration Rooms have two sizes. A smart screen allows for projection from your device. Includes whiteboard. All rooms are located on the second floor.

<i>Pricing</i>	<i>Hourly</i>	<i>Daily</i>	<i>Capacity</i>
<i>Collab 1 &amp; 2</i>	\$50	\$350	6
<i>Collab 3</i>	\$75	\$525	10

*Pricing and fees subject to change.*

### Equipment Rentals

Digital Projector: \$50

Laptop: \$25

Microphones: \$25