

Kerens Library Community Room Rental Agreement

121 S. Colket Ave.

Kerens, TX 75144

903-396-2665

This is a contract for rental of the Kerens Library Community Room "Renter" refers to person who signs this Contract and/or the organization represented by same. "Building" refers to the Kerens Library Community Room. The Renter must read this agreement in its entirety before signing.

This contract is by and between _____ and the Kerens Library Board for the purpose of rental of the room on the date/dates _____ between the hours of _____ and _____.

Conditions:

1. A deposit of \$100.00 will be made by the renter with this contract. This deposit, less any amount necessary to correct any damages occurring as a result of renter's use of building, will be refunded after inspection of building and return of the key. Renter is liable for any and all damages to the building and contents in addition to the cleaning deposit.
2. Rental fee of \$50.00 will be paid no later than 5 days before rental date. Rental fee shall be forfeited if an event is cancelled. If fee has not been received in 5 days before the rental date, the building may be rented to the first person to pay the fee for the date.
3. Rental fee entitles renter to 3 hours use of the building. Extra hours will be \$20 per hour.
4. **Rental fees may be waived for civic activities.**
5. Air conditioning, lights, heat and all appliances must be turned off immediately after rental. Failure to do so will result in forfeiture of deposit.
6. Entrance must be locked immediately after rental and keys returned on the next business day. Failure to do so will result in forfeiture of deposit.
7. No use of tobacco or alcohol is allowed in any part of the building or grounds. Limited food or drink will be allowed within the Library or Meeting room. Failures to comply will forfeiture of deposit.
8. Decorations are permitted on tables only. No nails, tacks, or staples are to be used on the tables, walls, ceilings, or woodworks.
9. Occupancy limit to building is 49.
10. Security by a certified Peace Officer may be required by rentals depending on the purpose of the rental. Security charges are to be paid by the renter in advance. Security Officer will be authorized to terminate a function at any point that he/she determines necessary and may also call in additional officers if he/she determines necessary. Any additional fees are to be paid by renter.
11. Personal property left in the building is not the responsibility of Kerens Library Board or any individual affiliated with the same.
12. Cleaning abuse: The Library is cleaned after each rental. Abuse of the room will result in forfeiture of your deposit.
ROOMS SHOULD BE LEFT IN SAME CONDITION AS FOUND.
13. All Federal, State, and Local Laws must be adhered to. Violation of laws will cancel the lease and forfeit the deposit.
14. The Kerens Library Board has the right to refuse rental if the proposed event conflicts with scheduled events or if the propose use is perceived to be physically detrimental to the facility.
15. The Kerens Library Board is not responsible for any accidents or injuries to person or property.
16. There will be a \$50.00 charge for any returned check.
17. For your security the library and community room is under 24 hour surveillance with security cameras.

I have read and understand this contract in its entirety and agree to all conditions stated above.

RENTING ORGANIZATION: _____ Date: _____

Phone _____

BY: _____ Date: _____

Phone _____

Library Representative: _____ Date: _____