

41 SE 7t h Str ee t - Ma dr as, Oregon 97741

Rodriguez Annex – 134 SE E Street, Madras, Oregon 97741

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# Rodriguez Annex Use Contract

*Please print*

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization**/Group Name/Subgroup: | | | |
| 1. **Primary Applicant** (Responsible Party): | Telephone | Email | Library Card Barcode\* |
| 2. Person authorized to pick up the key: | Telephone | Email | Library Card Barcode |
| 3. Person authorized to pick up the key: | Telephone | Email | Library Card Barcode |
| 4. Person authorized to pick up the key: | Telephone | Email | Library Card Barcode |
| 5. Person authorized to pick up the key: | Telephone | Email | Library Card Barcode: |
| 6. Person authorized to pick up the key: | Telephone | Email | Library Card Barcode |

**Donation suggestions for non-profit/community service groups:** 🞏 $20.00 for single-use

**Charges for fee-based meetings:** 🞏 $150.00 per day **PLUS** $150.00 refundable deposit (check held for 7 days then destroyed)

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| --- |
| **$50 fee, added to your library account, is associated with the misuse of Annex**.  **Examples:** (1) building left unlocked; (2) trash not removed from annex and library premises; (3) lost key or key not returned within checkout period; (4) Air conditioner remote not returned, (5) room not cleaned. |

|  |  |
| --- | --- |
| **Total fees paid:** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Check □ Cash Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

🞏 I have read the **Rodriguez Annex Use Agreement**. By checking this box and signing, I agree that I am responsible for the conduct of all people in attendance at events sponsored by this group, for the safekeeping of the facility, and prompt payment of all required charges. This information is accurate to the best of my knowledge. I agree that if I do not conform to all rules and regulations, I will forfeit my deposit.

### By signing, the applicant agrees to hold harmless and indemnify Jefferson County Library District board, employees, and representatives from all injuries, claims, damages, or causes of action arising out of applicant’s use of the facility.

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Signature Date

Complete, sign, and return form to the Jefferson County Library District

O:\Annex\Annex Contract and User Agreement 1/2/2020 2:15 PM

# JCLD Rodriguez Annex Use Agreement

# Failure to comply with these rules will result in the loss of Rodriguez Annex privileges and deposit.

**Library-sponsored programs receive priority.**

The Rodriguez Annex is available at no charge for non-commercial purposes and with a fee for commercial purposes. If you do not pay a room charge fee, you may not charge admission. You may not sell, solicit, or advertise products/services.

### Rules

* The Rodriguez Annex is for public use only; private social events are not allowed.
* Neither alcohol nor tobacco is allowed.
* Serving refreshments are allowed if you take proper care and clean up after the meeting. You must remove all trash from premises; outside trash bins are not for public use. Serving meals must be pre-approved by the Library Director or designee. A $50 deposit is required.
* Supervising adults must attend youth group meetings.
* All events must end by 10 PM and clean up completed by 10:30 PM.
* Return the room to the condition in which you found it: (1) do not move furniture from one floor to another, (2) vacuum, (3) remove trash (see bullet #3), (4) wipe down the kitchen if used.
* Food left in the refrigerator will be removed on Friday.
* If you dump garbage on library grounds, your group forfeits future use of the Annex.

### Reservations

* Reservations for meeting room space are on a first-come, first-served basis and are made **no more than 30 days and no less than 24 hours in advance**.
* You or your group may not consider the Annex a permanent meeting place or use the Library or Annex as its mailing address. The Library does not provide public storage.
* You can check room availability by telephone; however, you must complete the Rodriguez Annex Reservation Request to hold the room.
* Only the primary applicant can schedule an event, and that person must be 21 years of age or older.
* If you must cancel your meeting, you must notify the library staff, or risk being unable to use the meeting room(s) again.
* The primary applicant is responsible for group behavior and the care of the facility. S/he must also control parking and any noise problems.
* Keys are available no sooner than the day before the event and must be picked up during open library hours. **The Library is not responsible for making after-hours key pick up available. Unless another arrangement is requested and approved,** after your event, and no later than the end of the day, the keys must be returned to the Circulation Desk or placed in the book drop.

### The Fine Print

To promote the accessibility of the meeting room to a wide variety of community groups, the Library may limit meetings for any particular organization. Maximum capacity: Downstairs=54, Upstairs=201. Please do not exceed these limits. Groups may not use advertising and publicity that implies that the Library sponsors, co-sponsors, or approves of its programs.

The Library Director or designated staff member(s) have the authority to accept, renew, or reject requests for the use of the room under the established policy. If permission is denied, the primary applicant may appeal to the Library Director; if the Director further denies permission and the primary applicant is dissatisfied with the reasons, s/he may appeal to the Jefferson County Library District Board. The Jefferson County Library District Board delegates to the Director or her designee the authority to develop and implement the procedures and practices which carry out the provisions of this policy. Under no circumstances may the applicant contact Board Members outside this chain of command, and doing so will result in permanent revocation of all Annex use.

Signature Telephone and email Date