

# **CARBONDALE CITY LIBRARY**

302 MAIN STREET \* CARBONDALE, KANSAS 66414 \* (785) 836-7638

## **USAGE FEE AND SECURITY DEPOSIT**

The Usage Donation should be paid in full at the time reservation is made.

The Security Deposit must be paid before a key can be picked up. The deposit will be held until inspection is conducted by the foundation.

The security deposit will be held until the building is inspected after the event. If the building is left as it was found, and cleaned in compliance to the clean-up guidelines, then the deposit will be shredded.

REFUND: The usage fee may be refunded with 10 days prior notification of cancellation, except holiday weekends, unless the Library programming room is subsequently rented.

## **GENERAL USE GUIDELINES**

The community center kitchen is equipped with a full-size refrigerator, electric range and microwave oven, a garbage disposal (no bone, grease, corncobs or melon rinds). A coffee pot and cutting boards are available (please do not cut anything directly on countertops). We also have a broom, dustpan and mop and mop bucket, as well as various cleaning supplies. A few potholders and towels have been donated for kitchen use. Please leave any wet towels or dish cloths on the counter, next to the sink. Trash bags are available in the kitchen. Please bag trash from the restrooms, programming room and the kitchen and place in the trash bin on the NE corner of the property. Put new liners in the trashcans. Cleaning supplies are available in the kitchen or in the storage closet where the mops and brooms are located. Floors should be swept and mopped if needed after use.

- THERE ARE TWO (2) ADA ACCESSIBLE RESTROOMS
- PLEASE DO NOT TAPE, NAIL OR THUMB TACK ANYTHING TO WALLS OR TRIM OR CEILING
- GLITTER OR CONFETTI NOT ALLOWED
- NO GLASS BOTTLES ALLOWED
- NO SMOKING ALLOWED INSIDE BUILDING
- NO STANDING ON TABLES AND CHAIRS. STACK TABLES AND CHAIRS ACCORDINGLY.
- DO NOT REMOVE ANY ITEMS FROM BUILDING OTHER THAN YOUR OWN
- LOCK FRONT DOOR FROM INSIDE AND EXIT PLACING THE KEY IN THE BOOK RETURN
- LOST KEY WILL RESULT IN A \$10.00 REPLACEMENT CHARGE.
- If lock needs to be replaced, there will be a \$100+ additional charge.
- For more information, please contact the Library Director at 785-836-7638

## **BUILDING CLEAN UP**

Please leave the building clean when you are finished. You are the only Maintenance Staff. The following areas need to be cleaned by everyone after using the building before leaving. Deposit fees will be held until all areas are checked and approved.

Brooms, mops, wash buckets are in the maintenance closet. Use clear water if no cleaning solution is available for mopping.

- Leave 6 tables, with 8 chairs at each table up 2 tables up front no chairs
- Other tables and chairs should be wiped down and put away
- Main floor and kitchen floor swept
- Spot mop or mop whole floor if needed.
- Kitchen counters, sink and stove is clean
- Kitchen, programming room and bathroom trash cans emptied and relined
- Entry way rugs swept if dirty
- Bathrooms cleaned: toilets, sinks and floors

Make sure all coffee pots are unplugged.

Please make sure food is scraped off into the trash before using in the sink/under faucet.

Lock front door from inside, make sure door latches and locks behind you and leave key in the Book Return.

# CARBONDALE CITY LIBRARY

Complete this page and return with fee.

Your date is not considered reserved until fee and form are received.

## CARBONDALE CITY LIBRARY PROGRAMMING ROOM USAGE AGREEMENT

User's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Use: \_\_\_\_\_ (month, day year)

From: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

- 2 hours will be a suggested donation of \$35; 4 hours will be a suggested donation of \$70;
- 6 hours \$105; All day \$140
- Security Deposit \$35
- Wedding Receptions a suggested donation of \$200, with a security deposit of \$75

Activity: \_\_\_\_\_

I, \_\_\_\_\_, have read the agreement and Clean-up procedure and hereby agree to comply with all policies and guidelines for using the Carbondale Programming Room at the Carbondale City Library.

- PLEASE DO NOT TAPE, NAIL OR THUMB TACK ANYTHING TO WALLS OR TRIM OR CEILING
- GLITTER OR CONFETTI NOT ALLOWED
- NO GLASS BOTTLES ALLOWED
- NO SMOKING ALLOWED INSIDE BUILDING
- USE OF THE PROGRAMMING ROOM INSIDE THE CARBONDALE CITY LIBRARY IS AT YOUR OWN RISK. THE CARBONDALE CITY LIBRARY IS NOT RESPONSIBLE FOR ANY COVID-19 CONTRACTION BROUGHT ABOUT BY YOUR USE OF BUILDING.
- I UNDERSTAND MY DEPOSIT WILL BE HELD UNTIL THE INSPECTION HAS BEEN COMPLETED AND IT IS DETERMINED THAT I AM NOT RESPONSIBLE FOR ANY DAMAGES. IF THERE ARE NO DAMAGES, THE DEPOSIT CHECK WILL BE SHREDDED.
- I ALSO AGREE THAT IF, DURING THE PERIOD I AM RESPONSIBLE FOR THE PROGRAMMING ROOM, THERE ARE DAMAGES THAT EXCEED MY DEPOSIT, I WILL PAY THOSE COSTS UPON ASSESSMENT.

Your signature verifies your agreeance to all above mentioned policies and procedures.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to:

Library Director

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