

Adopted: 7/12/2004 Revised: 10/11/2017



RAY COUNTY LIBRARY

215 E Lexington St Richmond, MO 64085

www.raycountylibrary.com

816.776.5104

The Ray County Library provides the Community Room as a rental space for organizations, public functions, community groups and individuals! Plan a meeting, have a party, luncheons/dinners, and the list is endless!

Here are just a few things you will need to know:

- ✓ The room's capacity is 100 people.
- ✓ 10 tables – length 96 in., width 30 in., height 29 in.
- ✓ 95 chairs
- ✓ There is an adjoining kitchen with a refrigerator, microwave, stove, oven and sink.
- ✓ A projector, screen, 55" television, DVD player, dry erase board, and podium.



Interested for your special event or meeting?

- ✓ Call the library to check for availability.
- ✓ Complete the application.
- ✓ Include refundable \$250.00 deposit.
- ✓ Plan your event!
- ✓ Pick your keys up and do a walk through with library staff up to 3 days prior to your rental day.
- ✓ Return keys, make payment, and pick up deposit.

SIMPLE!!!

Contact the library via website, email, Facebook, or phone to start planning your next event.



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COMMUNITY ROOM APPLICATION

The Ray County Library is pleased to provide the Community Room as a meeting space for organizations, public functions, community groups and individuals, therefore; the library board's intention is to make the room available for a multitude of uses by groups and individuals. The room cannot be scheduled to a particular group or individual on a weekly basis. Rentals are limited to once a month for everyone. The Ray County Library assumes no responsibility whatsoever for any property placed in or on the premises. The organization or individual using the Community Room agrees to hold Ray County Library, its agents, officers, and employees harmless from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy and/or usage of the premises.

Rental Rate: \$25.00 per hour, with 2-hour minimum requirement.

Is your organization city, county, state or federal government? Governmental groups will be allowed to use the room free of charge nor be required to leave a damage deposit. Please see Library Director for additional information.

Organizations or individuals renting facilities are responsible for any / all damages and rental fees. There will be a **\$250 refundable check deposit**. If damages occur or rental payment is not paid in full within 60 days, deposit will not be refunded. Anything exceeding the \$250 amount will be billed to the organization or individual renting the facility. Issues such as lost/damaged keys, alarm system triggers, room not cleaned, wrong number of chairs/tables, items attached to walls/doors/ceilings will result in additional fees. Library personnel will supply walk throughs and a checklist prior to rental date to help renters avoid these issues, but in the event they occur there will be a \$50.00 charge per issue.

Room reservation is NOT guaranteed until the completed application, damage deposit, and availability has been approved by library personnel.

Organization Name or Individual: _____

Contact Name (Responsible Party): _____

Address: _____

City/State/Zip: _____

Phone #: _____

Date Room is Requested for: _____

Time Requested: From: _____ AM or PM ~ To: _____ AM or PM
(Requested time must include time to set up room before meeting/event and clean room afterwards.)

CHECK deposit included with this agreement form? Yes (CHECK# _____) No

Applicant's Signature

Date

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