



408 West Main Street
Collinsville, IL 62234

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ROOM RENTAL APPLICATION - COLLINSVILLE MEMORIAL LIBRARY CENTER

Organization Name: _____

Approximate Size of Group: _____

Date(s) and Time(s) Needed: _____

Available Spaces:

- **Programming Resource Center (PRC)** - Classroom style, can hold up to 30 people, large TV with HDMI connections, overhead projector and projection screen (requires use of library's laptop)
- **Community Room** - Multiple room setups available, can hold up to 150 people, large TV with HDMI connections, large board table and chairs, access to small kitchen and restrooms

Preferred space for rental (please check one):

- PRC - \$25/hour
- Community Room (full room) - \$50/hour

Room will be reserved upon receipt of payment in full.

I agree and acknowledge that:

I accept responsibility for the actions of my group. I will comply with all Mississippi Valley Library District (MVLD) policies and procedures and will follow MVLD staff instructions. Failure to comply with MVLD policies, procedures, or staff instructions may result in the termination of my and/or my group's right to use the MVLD's meeting spaces. If my reservation extends beyond the agreement's listed time(s), I will pay the library for each additional hour (rounded up) at the time of extension.

Printed Name Signature

Address (Street, City, State, ZIP) Applicant 18 years of age or older? Yes ___ No ___

Phone Number

Librarian's Signature: _____

Date registration received: _____

Total rental cost: _____ Paid on: _____

General Rules for Use

- Meeting spaces must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.
- Arrangements need to be made to use Library equipment. Library staff will assist with setup of the equipment as available.
- The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups must provide their own support for preparation and cleanup. Groups may not store supplies on Library property without the permission of the Assistant Director or Executive Director.
- It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces in a manner that inhibits the safety and security of Library facilities.
- The use of firearms or hazardous materials is not permitted at any time.
- Use of tobacco or vaping products inside Library facilities or within 15 feet of any entrance is not permitted at any time.
- Use or possession of alcohol is not allowed unless otherwise approved by the Assistant Director, Circulation Supervisor, or Executive Director. Please see our Alcohol Policy(2.12) in our Policy Manual.
- Use or possession of illegal substances is not allowed.
- No event shall last later than the Library's closing time unless by special permission.
- No group may reassign a reserved time to another group.
- Meetings, programs, or events may not disrupt Library operations, patrons, or staff. The Library reserves the right to terminate meetings, programs, and events that disrupt or interfere with normal Library operations.
- Group members bringing children to the Library are responsible for the supervision of their children attending the meeting and using the Library during the meeting.
- Groups that hold children's programs are responsible for the care of the participating children and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.
- Group members using the Library's equipment must leave all equipment in the condition in which it was found, including but not limited to stacking and rearranging chairs and cleaning and storing tables. The applicant is responsible for ensuring that all participants use the equipment in accordance with the Library District's policies.
- Food and nonalcoholic beverages may be served. Groups must furnish their own utensils, plates, cups, napkins, and other serving items. Groups will ensure all spills and debris are cleaned up before leaving the Library.
- Future requests will be denied if the above requirements are not met. A fee, separate from the rental fee, may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Assistant Director, Circulation Supervisor, Blum House Manager, and/or Executive Director.
- Library staff are authorized to monitor the use of the meeting space and to enforce all policies concerning their use. All meetings shall be open to the Executive Director and Library staff.
- Community Room specific: The kitchen is intended to assist with serving previously prepared food and drink. It is not a commercial kitchen and is not to be used for cooking. Groups using the kitchen are expected to leave the space clean of food, beverage, dirty dishes, and trash; failure to do so may result in an additional cleaning charge.