

Thomas Balch Library Meeting Room Rental Application and Agreement

Event Date(s*) _____

* If multiple dates are requested (i.e., 1st Thursday of each month), please list all dates needed for calendar year. Applications are limited to the current calendar year (January - December).

Time Requested: Start Time: _____ End Time: _____

Rental Fees: \$20 per hour (non-profit), \$30 per hour (for-profit) (no partial hours)

Library Multimedia Equipment Needed? (\$30 per meeting) YES NO

Name of Organization/Group (must be non-profit/community based):

Purpose of Meeting: _____

Expected Attendance: _____ (Maximum Room Capacity: 75)

Name & Title of Group Representative: _____

Address: _____

Phone: _____ Email: _____

In consideration of the Thomas Balch Library granting the Organization/Group the privilege of using the Town facilities made available pursuant to this application, the undersigned, on behalf of the Organization/Group acknowledges and agrees:

1. The Organization/Group accepts full responsibility for any and all damages to all Thomas Balch Library property caused by the Organization/Group's use of the library facilities made available pursuant to this application. The Thomas Balch Library will provide written notice of any claimed damages as soon as is reasonably practical after discovering those damages. The Organization/Group shall promptly reimburse the Thomas Balch Library for such damages.
2. The Thomas Balch Library makes the meeting rooms available as a public convenience and makes no representation that the facilities are suitable for any particular purpose. The Organization/Group accepts full responsibility for determining that the library facilities are a suitable and appropriate space to conduct the planned meeting of the Organization/Group.
3. Use of the Thomas Balch Library meeting rooms by members of the Organization/Group is not covered by the Town of Leesburg's liability insurance. The Organization/Group voluntarily assumes the risk of

and legal responsibility for any injury to person or property which may occur as a result of its members' presence at such library facilities.

4. **INDEMNIFICATION AGREEMENT.** The Organization/Group shall defend, indemnify and hold harmless the Town of Leesburg/Thomas Balch Library and all employees, elected and appointed officials, and agents thereof from any and all claims, causes of action, demands, suits or actions at law and in equity for any loss, damage or injury to any person or property, arising out of or occurring during the Organization/Group's use of the library facilities made available pursuant to this application.
5. The Thomas Balch Library reserves the right, in its sole discretion, to require the Organization/Group to provide liability insurance coverage prior to Organization/Group's use of the library facilities. If required by the Town, the Organization/Group must provide a certificate of liability insurance evidencing commercial general liability insurance coverage in the minimum amount of \$1,000,000, along with an endorsement to such insurance naming the Town of Leesburg as "Additional Insured."

The undersigned certifies that:

1. I am authorized to submit this application, to make these certifications, and to agree to the above terms of use on behalf of my Organization/Group.
2. I have read, are familiar with, and agree to comply with the requirements of the Thomas Balch Library Meeting Room Use Policy, and I acknowledge and agree that submission of this application constitutes unconditional acceptance of that Use Policy on behalf of the Organization/Group.

Signature of Applicant

Printed Name of Applicant

Date

Please return the completed and signed application and certificate of liability insurance to the Thomas Balch Library:

- By mail or drop off at Thomas Balch Library, 208 West Market Street, Leesburg, VA 20176
- By fax to (703) 737-7150
- By email to libadmin@leesburgva.gov

Please note a tentative booking is made by notification by the library of space available.

A booking is confirmed upon receipt of completed agreement and payment in full.

If you have any questions or need assistance in completing this form, please call 703-737-7195.

----OFFICE USE ONLY----

Date Application Received _____

Group Insurance Policy Received _____
(if required)

Application Approved: _____

Thomas Balch Library Meeting Room Use Policy

1. **General Policy.** Thomas Balch Library makes the meeting room available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting use. The use must be in furtherance of not-for-profit or community based purposes; not for commercial purposes.
2. **Room Availability.** Thomas Balch Library meeting room is available for use by outside groups Monday and Friday from 9:00 a.m. to 5:00 p.m., Tuesday through Thursday from 9:00 a.m. to 8:00 p.m. when not in use for official Library/Town business. Groups must vacate the building when the Library closes. The meeting room is not available on the weekend or during administrative closings and holidays. The meeting room is available on a first come, first served basis and must be reserved one day in advance.
3. **Room Rental Fee.** The hourly charge to reserve the meeting room is \$20 nonprofit/\$30 all others. Full rental fee will be charged unless cancellation is received by email, fax, mail or by calling 703-737-7195 at least seven (7) days prior to the event or meeting. Rental use is limited to the meeting room and access to the public restrooms. Weather-related cancellations will not incur a charge.
4. **Equipment:** Use of Library multimedia equipment incurs a charge of \$30 per meeting. A member of the group must be trained in the use of multimedia equipment. Contact the Library to arrange training. Wi-Fi is available; separate agreement required.
5. **Scheduling Priorities.** The Library Director, or designee, shall approve requests for the use of the meeting room according to the following priorities:
 1. Thomas Balch Library/Town of Leesburg official business
 2. Thomas Balch Library/Town of Leesburg sponsored or related meetings and activities
 3. Non-profit and community-based groups

Meetings by non-profit and community-based groups must not interfere with Library operations or official Library business. Thomas Balch Library meeting room is intended to serve the community in its broadest sense. Library staff will exercise their judgment to prevent any group or individual from monopolizing this resource.

4. **Reservation Limitations.** The meeting room is available on a first come, first served basis. Room scheduling follows these guidelines:
 - Up to 12 meetings, within the calendar year, may be scheduled at one time.
 - On-going daily meetings are not accepted.
5. **Right to Cancel or Refuse Reservations.** Thomas Balch Library reserves the right to cancel any room reservation if the room is needed for an unscheduled meeting for Library or Town official business.

The Library Director reserves the right to refuse any room reservation whenever, in the Library Director's best judgement, the use does not conform to this policy.

6. **Room Use Requirements and Restrictions.** Any group using the Library meeting room must abide by the following requirements and restrictions.

- Organizations/groups must be non-profit or community based.
- Meetings must be open to the public.
- Maximum room capacity is 75.
- Limited Parking – the parking lot has 16 general use spaces and 1 handicap space; these spaces cannot be reserved. Additional parking available on-street or in the Town Parking Garage located at 25 West Market Street.
- No admission, donation, or tuition may be required or solicited.
- No products or services may be sold or any commercial activity transacted.
- The name, address, and phone number of Thomas Balch Library may not be used as the official address of any organization/group using the meeting room.
- The organization/group will provide proper supervision at all times.
- The organization/group representative will be responsible for and promptly report any damages to the room or its furnishings and equipment to Library staff.
- The organization/group is responsible for set-up (board room/auditorium style) and clean-up of the meeting room. Appropriate time for set-up and clean-up before and after meeting is to be included in the reservation request. Organization/group shall leave the room in the same condition and layout as found. No food, alcoholic beverages, smoking, candles, or other flammable materials are permitted. Trash shall be disposed of properly. No chairs or tables may be removed from the room.
- The room set-up must not block the fire exit or fire extinguishers.
- Nothing may be taped, tacked, or hung on the walls or on exhibited items nor may they be moved.
- Evening meetings must conclude when the Library closes. This deadline includes clean-up time. Organizations/groups that run late may be denied future room reservations and will be billed for Library staff overtime (\$90/hour or any portion of an hour).
- If the Library closes due to inclement weather, all room reservations are cancelled. The organization/group is responsible for notifying its members of such meeting cancellation. Thomas Balch Library follows inclement weather closings as determined by the Town of Leesburg and Loudoun County Government.