

# Whitman County Library Room Rental Application

<b>WCL STAFF USE ONLY (initial please)</b> Staff: _____ Event Type: _____ Event Date: _____
Calendars Complete: paper _____ online public _____
Amount Owed: \$ _____ Amount Paid: \$ _____ Staff: _____ Date Paid: _____
Circle Payment Method: <b>Cash</b> <b>Credit</b> <b>Check #</b> _____
OPTIONAL ITEMS: Coffee (# of pots) _____ Key Checkout (barcode) _____
Tablecloths (#, shape, color) _____ Special Permit for: _____
SPECIAL APPROVAL: Supervisor: _____ Marketing: _____ Technology: _____
Rental Coordinator: _____ Today's Date: _____

## Availability

Contact staff for updated schedule-TBD

**Library Hours:** Monday – Friday 10 a.m. to 6 p.m.  
Sat. 10 a.m. to 2 p.m.

## Rental Details

Meeting Date(s) and Time(s): \_\_\_\_\_

Including Setup & Take Down Time

Circle Room: **The Center** **Meeting Room** **TEK Cntr.**

Person Responsible for Rental (18+): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Organization: \_\_\_\_\_

\*Person on Site for the Duration of Rental (if different): \_\_\_\_\_

\*Phone (if different): \_\_\_\_\_

## Room Options

**The Center:** **Public & Private Events** Main street access, hardwood floor, counter & sink, restrooms, refrigerator/small freezer and backroom for catering. Art exhibit on walls. *Capacity 110 chairs only or approx. 10 tables with 60 to 80 chairs comfortably.*

**Meeting Room:** **Local Non-Profits;** Downstairs with elevator access, carpet, restrooms, sink, optional small kitchen facilities. *Capacity 110 chairs only or approx. 10 tables with 60 to 80 chairs slightly crowded.*

**TEK Center:** Small room in the Center, well equipped for multimedia presentations or technical training. *Capacity 30 chairs only or up to 20 people at tables*

## Fee Schedule

**All fees are non-refundable and due upon reservation of the room. Must cancel at least 24 hours in advance to receive a refund, including "no shows". \$20 charge will be added for no shows**

**Please check the option that applies to you:**

- FREE PRESENTATIONS OPEN TO THE PUBLIC:** **FREE during open hours**  
**Renter is responsible for all set up, cleaning, take down** **OR \$40 per hour after hours**

Free classes & events that are open to everyone. The library does not guarantee marketing, but the event will be listed on WCL's online calendar. Need marketing advertising? Ask about options that may be available.

- PRIVATE MEETINGS & FUNCTIONS** **\$40 per hour\***  
**Renter is responsible for all set up, cleaning, take down**

Nonpublic Events. Private meetings, social functions, or other uses that are NOT open to the general public. **\*inquire 24 hours prior to your scheduled time to see if early set-up is available**

- LOCAL NON-PROFIT MEETINGS** **No Fee**  
**Renter is responsible for all set up, cleaning, take down**

**Non-Profits within WCL service district** whose members pay local taxes may be pre-approved for private meetings held in Meeting Room (Tek Center or Center when unavailable and with supervisor approval) – check with staff for details.

- FOR PROFIT USE:** **25% of profits per vendor during open hours**  
**Renter is responsible for all set up, cleaning, take down** **OR \$40 per hour after hours**

Soliciting the sale of goods, services, marketing of a specific business, and/or any use for which attendees are assessed a fee to attend or for class materials. Marketing options may available for a fee. Check with staff.

**\*Hourly fee for ALL hours the room is occupied for set up, event, cleanup**

## Optional Items

**Please check all options you want provided:**

- Kitchen in Meeting Room** **Not Available**  
Warming only, no meal preparation. Must be cleaned.  
Center does not have kitchen facilities, Meeting Room only.

- Tablecloth Rental:** **\$4 each** if self-laundering  
**Black:** 22 Round, 13 Rectangle (various sizes) **\$8 each if WCL launders\*\***  
**Red & White Checkered:** 10 Rectangle  
**White:** 20 Round **\*\*White tablecloths must be laundered by WCL**

- Technology Fee** **\$15**  
Circle: # of laptop(s) \_\_\_\_\_\* projector speakers microphone  
**\*additional fees apply, more than one laptop is a flat fee of \$15 extra**

*Technology assistance outside of library hours is often not possible or may require instruction from staff, including set up and take down. Please list your contact information in case our staff needs to follow up.*

**email:** \_\_\_\_\_ **phone:** \_\_\_\_\_

- Pot(s) of Coffee** **\$10 per pot**  
Only available during regular library hours and subject to staffing level

- Marketing Assistance** **\$50**  
Marketing: news releases, posters, and social media included. Fees may apply for printing extra copies. Subject to staffing.
- Janitorial/Garbage Service** **\$50**  
Cleaning, trash removal, and floor cleaning (broom & vacuum provided) are the renter's responsibility. **If you are not able to put away tables/chairs, clean thoroughly, and remove trash, select this option.**
- Large Group Rate** **\$40**  
**If you require more than 50 chairs and/or 10 tables** you will be assessed this fee for staff assistance.

### **Important considerations**

**NO tape, adhesives, nails, screws, staples, tacks or pins are allowed in or on walls, windows, furniture, building exteriors or grounds. ALL decorations must be removed after the event.**

#### **PARKING**

Many library patrons, who use our back parking lot, have physical limitations. Please consider parking in the U.S. Bank lot (one block north), on Mill Street or at the Baptist Parking lot (both one block east), or on the street.

#### **DONATIONS**

Is your meeting free? Please consider a donation to help us offset the cost of maintenance, operation, and cleaning of our facility.

#### **FUTURE EVENTS**

Events scheduled more than two months in advance and/or free usage by groups or individuals outside of WCL District (including Pullman) require supervisor approval.

#### **SPECIAL PERMITS**

If an event includes alcohol or gambling, the renter is responsible for obtaining the proper permit. A copy of the renter's permit and insurance may be required along with supervisor approval. Permit is required and must be posted at event.

**AGREEMENT:** I have read and understand the rules and regulations for use of Whitman County Library's meeting facilities and will take full responsibility to abide by those rules and regulations. I do hereby understand that I am responsible for the supervision and control of any group or individuals while using Whitman County Rural Library District meeting room to ensure their safety, prevent injury and/or damage to the equipment, property or grounds of the center. I am at least 18 years of age, have authority to make this application and agree to comply with all facility rules and regulations, and assume liability for any and all damages that occur as related to this rental. Fees only refundable if cancellation is due to library conflict.

I also understand that I am responsible for **ALL SET UP and leaving the room in the same condition** as when I assumed possession. Janitorial and garbage fees will be assessed if renter does not comply. I am responsible for protecting all areas of the meeting room and all of its contents. Should any items be stolen, damaged, broken, access keys lost, or a cleaning fee assessed, I assume liability for these costs.

**Indemnification/Hold Harmless:** User shall indemnify and hold harmless Whitman County Rural Library District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of Whitman County Rural Library District.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_  
(Must be same person responsible and listing information above)