



JEFFERSON COUNTY
LIBRARY
DISTRICT

241 SE 7th Street • Madras, Oregon 97741
Phone: 541-475-3351
Web: www.jcld.org

Rodriguez Annex
134 SE E Street
Madras, OR 97741
P: 541-475-3351
F: 541-475-7434
E: library@jcld.org

Rodriguez Annex Use Contract

Please print all information

Organization/Group name or purpose of meeting :	
Contact person (person responsible for the event) :	Phone number :
Any other person(s) authorized to pick up the key :	Phone number :
Date of use: (no more than 1 month from today)	Hours of event (including setup and cleanup) :
Space needed : <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Kitchen * <input type="checkbox"/> Film Equipment/Projectionist **	

* A \$50 deposit is required for use of the kitchen. Your check will be destroyed one week after your event.

** Arrangements to be made directly with Film Committee @ \$30 for 1-3 hours

Donation suggestions for non profit/community service groups : \$20.00 for single use

Charges for fee based meetings: \$150.00 per day --- **AND** --- \$150.00 refundable deposit
(Your check will be destroyed one week after your event)

<p>Fees associated with misuse of annex: \$50.00 per each incident These fees will be added to your library account</p>	<ul style="list-style-type: none"> • Building left unlocked. • Trash not removed from premises. • Lost key or key not returned within 24 hrs. • Air conditioner remote not returned. • Room not cleaned
Total fees paid:	\$ _____ <input type="checkbox"/> Check <input type="checkbox"/> Cash Date: _____

APPLICANT HEREBY AGREES TO HOLD HARMLESS AND INDEMNIFY JEFFERSON COUNTY LIBRARY DISTRICT BOARD, EMPLOYEES AND REPRESENTATIVES FROM ANY AND ALL INJURIES, CLAIMS, DAMAGES OR CAUSES OF ACTION ARISING OUT OF APPLICANT'S USE OF FACILITY.

By signing below I acknowledge that I am responsible for the conduct of all persons in attendance at the above listed event, for safekeeping of the facility and for prompt payment of all required charges. I have read the **Rodriguez Annex use Agreement**. * Information given is true to the best of my knowledge. I also acknowledge that if I do not conform to all rules and regulations I will forfeit my deposit.

Signature of Applicant : _____

Printed Name : _____ Today's Date : _____

★ Fill out this form and return it to the library, or email it to library@jcld.org, or fax it to 541-475-7434 ★

***Rodriguez Annex Use Agreement on back ***

Rodriguez Annex Use Agreement

The Rodriguez Annex is available without charge for non-commercial purposes, and at a fee for commercial purposes. Those using it for free may not charge admission; no products or services may be advertised, solicited or sold.

The Rodriguez Annex may not be used for private social events.

Alcohol or tobacco is not allowed.

Refreshments may be served, provided proper care is given to clean up after the meeting. A \$50 deposit is required if the kitchen is to be used. The library does not provide any kitchen provisions or equipment (e.g. coffee pot, cups, utensils, plates, etc...). All **trash must be removed** from premises, it can not be put in the library dumpsters.

Meetings of youth groups must have an adult in attendance.

All events must end by 10 PM and clean up done by 10:30 PM.

Do not move chairs or tables up or down the stairs.

Room availability may be checked by phone, but the Rodriguez Annex Use Contract must be filled out to reserve room. The application form is to be signed by the person responsible for the use of the room. Applicants must be at least 21 years old. Notify a library staff member if a meeting must be canceled.

The applicant is responsible for group behavior and reasonable care of the room. **The applicant will be held responsible** for any damage, and the condition of the room after its use. Applicant must control parking and noise problems.

Reservations for meeting room space are on a first-come, first-served basis and can be made up to one month in advance. Library sponsored programs have preference.

No group may consider the library its permanent meeting place or use the library as its mailing address.

Keys can be checked out two days ahead of your event and can be picked up during library open hours. Under no circumstances may staff be contacted at home for keys. Keys must be returned to the front counter the day the event ends. If the library is closed the key may be placed in the book drop behind the library.

To promote the accessibility of the meeting room to a wide variety of community groups, the library may limit meetings for any particular organization.

The library will not provide storage for any group.

Maximum capacity of the downstairs meeting room is 54 and upstairs is 206 people. Please do not exceed these limits.

Groups using the Rodriguez Annex must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, or approved by the library.

The Library Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established policy.

If permission for the use of the meeting room is denied, the applicant may appeal to the Director of the library; if the Director further denies permission, and the applicant is dissatisfied with the reasons offered, an appeal may be made in writing to the Jefferson County Library District Board.

The Jefferson County Library District Board delegates to the Director or his/her designee the authority to develop and implement the procedures and practices which carry out the provisions of this policy. Only the Jefferson County Library District Board may grant exceptions to the policy.

Failure to comply with these rules will result in loss of deposit and/or withdrawal of Rodriguez Annex use privileges.