

## Cloquet Public Library Renter Responsibilities Agreement

The person who signs this rental agreement for use of a library meeting room is responsible for ensuring that the group adheres to the Code of Conduct and Meeting Rooms and Grounds Use policies and procedures. These documents can be found on our website ([cloquetlibrary.org](http://cloquetlibrary.org)).

- When groups using the library or its meeting rooms involve children school age or younger, an adult supervisor must be present at all times.
- Groups or individuals who are using library facilities outside of regular library business hours must sign out a key card prior to room use. This must be done during regular open hours. *Library staff will not open the building outside of regular library business hours.*
- During winter months, sidewalks and walkways are not shoveled when the library is closed. A shovel will be provided in the back hallway for renter use.
- The number attending a meeting may not exceed the established capacity of the room.
- Renters may use only the room(s) they have reserved.

### Payment and Cancellation

This signed agreement must be returned and the room or rooms paid for no later than one (1) week before the reservation. Exceptions may be made in the case of emergency weather situations with the approval of the Library Director. Canceled reservations may be rescheduled for another date within the calendar year.

**No refunds will be given.**

### Setup and Takedown

Library staff will not be responsible for setting up rooms for non-library events.

All groups are expected to clean up the facilities and to return them to the state in which they were found:

- Clean (wipe off) counters and table tops
- Vacuum carpet and remove any spots
- Remove any materials which were brought in (including pamphlets, posters, books, etc.)
- Turn off all equipment
- Remove any and all garbage
- Return key card to library staff within one week of event

Cleaning supplies are available in each meeting room. If custodial services are necessary after use, charges will be assessed to the renter.

The renter agrees to restore any damaged items to their original condition, and replace severely damaged or lost items. Purchases or repairs will be arranged by the library staff, and the cost will be billed to the renter.

Groups who have received permission to use library facilities outside of regular library business hours will be responsible for any and all damage which has occurred anywhere in the building while they occupied any part of the building.

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**The emergency exit door on the north side of the large meeting room leading into the library must remain closed at all times, except in an emergency. The rental group will be responsible for any charges incurred from setting off the alarm.**

Use of library equipment is not permitted unless it is detailed on the rental request form and is approved by the Library Director or their designee. Renter(s) agree to restore or replace any damaged or lost item. Purchase or repairs will be arranged by the library staff and the cost will be billed to the renter.

- Open flames, including candles, are prohibited. Smoke-producing activities are prohibited.
- Exits must be kept clear at all times.
- Smoking or vaping is not permitted in the library or on the library grounds.
- Serving of alcoholic beverages is prohibited.
- Events must be concluded and cleaned up by reservation end time.

The renting organization/individual agrees to hold the Cloquet Public Library and the City of Cloquet harmless from any and all claims for damages from any source whatsoever, arising directly or indirectly out of the use of Library facilities, and agrees to indemnify and hold harmless the Cloquet Public Library and the City of Cloquet, and defend the Cloquet Public Library and the City of Cloquet from all suits, claims, or allegations arising as a direct or indirect result of the agreement between the Cloquet Public Library and said organization/individual and agrees to pay all costs of all legal fees in defense of the Cloquet Public Library and the City of Cloquet, all judgments, settlements or claims of any kind whatsoever.

Credit/Debit Card Number for Damages\*

**Visa and Mastercard Only**

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

\*This form will be destroyed after the reservation has concluded or at the end of the calendar year for recurring reservations.

I have read and understood this agreement and agree to abide by all requirements. I agree to have my credit or debit card charged for any damages to library property or any cost of cleaning services resulting from use of the room.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

Reservation Date and Time: \_\_\_\_\_ Room: \_\_\_\_\_