



**WINTER SET**  
PUBLIC LIBRARY

# LIBRARY MEETING ROOM RENTAL AGREEMENT

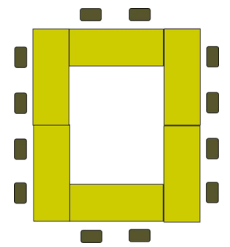
123 N 2ND ST WINTERSET IA 50273 • 515-462-1731

## CAPACITY & AMENITIES

- Max. 60 audience style
- Max. 30 seated at tables
- Fridge, stove, sink, coffee pot
- 12 tables, 70 chairs

## Do

- **Wash** all surfaces & supplies used for your event.
- **Vacuum** the carpet (supplied in the closet).
- **Remove** all event supplies, decorations, etc.
- **Trash** must be emptied & completely removed from library property.
- **Return tables & chairs** to their original configuration (shown right).
- **Turn off all lights** including the supply room.
- **Turn off** stove, coffee pot, & small appliances.
- **After hours: Lock** front library doors & check side door.
- **Check bathrooms** for event trash/debris.
- **Keys must be picked up during regular library hours** and may left on kitchen counter or returned to library on the next business day.



## DON'T

- Candles, open flames, smoking, & vaping are not permitted.
- All exits must remain clear.
- Alcoholic beverages & controlled substances are prohibited.
- Children must be supervised indoors **&** outdoors at all times.
- Walls, windows, & doors, must remain free of decoration. (painter's tape allowed)
- Someone from your group must be present at all times during your rental period. Do not leave the room unattended at any time.



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*I have read the meeting room rental agreement (returnable to [library@winterset.lib.is.us](mailto:library@winterset.lib.is.us), via mail, or in person) and will be responsible for the cost of any necessary additional cleaning or repairs to the meeting room area and restrooms, as deemed necessary by the library.*

*I understand that unless the library receives payment for the meeting room rental within a week of returning the agreement, my reservation is not secured.*

(Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Email) \_\_\_\_\_

(Telephone) \_\_\_\_\_

for Event \_\_\_\_\_

**Day** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year** \_\_\_\_\_ **Time(s)** \_\_\_\_\_