



Dodge City Public Library Meeting Room Contract

The Dodge City Public Library reserves the right to rearrange meeting room assignments and has priority for their meetings or Southwest Kansas Library System meetings.

Schedule of Fees

- Government Entities/Library Use - Free
- Nonprofit Groups/Educational - \$10.00
- For Profit Business/Selling - \$50.00
- Refundable deposit if serving food and/or doing crafts - \$50

If food or drink is served, or if arts and craft projects take place, a \$50.00 refundable deposit is required *at the time the contract is signed*. Any damage or excessive cleaning will be deducted from the \$50 deposit. The renter is responsible for and will be billed for any damage or excessive cleaning needed after using the facilities.

Reserving party responsibilities include:

- Making the deposit (\$50) if food or drink will be available during the meeting or if arts and craft projects will take place in meeting room.
- Setting up any needed chairs and tables
- Replacing chairs on chair dollies and putting away tables after use
- Cleaning kitchenette facilities after use (Lois Flanagan Room)
- Vacuuming carpet - There are vacuum cleaners in the meeting rooms downstairs and in the storage closet of the Lois Flanagan Room upstairs
- Checking and straightening restrooms
- Securing windows and exterior doors
- Each room has a large trash can. Please utilize to dispose of trash.
- No red/orange beverages are allowed
- No use of adhesive tapes of any kind on any surface of the room. This includes walls, ceilings, fixtures, furniture, or any other surface.
- The room use fee will be refunded only if the reservation is cancelled and the library is notified at least three days in advance of the reserved date.
- DCPL logo may not be used on any advertisements for meetings/events held in meeting rooms unless the library is a sponsor. Use of the library logo without permission may result in forfeiture of rental and a loss of meeting room privileges. All flyers advertising an event not sponsored by the library should have the following: **Not affiliated with Dodge City Public Library.*

Revised 07/31/2024 CDC



Meeting Room Preference: *Lois Flanagan Room* _____ *Lower-Level Meeting Room* _____

Date(s) Reserved _____ Time _____

Organization _____

Name _____ Day Telephone _____

Cell Phone _____

Address _____ City _____ State _____

Payment for rooms must be received prior to meeting room use unless otherwise agreed upon with the Executive Director. If you need an invoice for meeting room fees, please contact the library.

I have read and fully agree to abide by the Meeting Room Policy. Failure to abide by the policy may result in forfeiture of future room privilege. By signing this document, I accept and agree to abide by the policy set by the Dodge City Public Library Board of Trustees.

Signature: _____

Date signed: _____

Room Use Fee Total _____

- Check (Check # if applicable _____)
- Cash
- Credit/Debit Card

Date Paid _____

Refundable Deposit **\$50** _____

- No food/drinks/crafts | No deposit required
- Check (Check # if applicable _____)
- Cash
- Credit/Debit Card

Date paid _____ Date returned** _____

***The Dodge City Public Library will return deposits from 9 a.m. to 5 p.m. Monday - Friday only.*

DCPL Staff Initials | Date _____