

VESTAVIA HILLS LIBRARY IN THE FOREST

1221 Montgomery Highway
Vestavia Hills, AL 35216
205.978.0162



LIBRARY
IN THE FOREST
VESTAVIA HILLS

LIBRARY MEETING ROOM APPLICATION

Revised and approved by the Board of Trustees May 2018

Organization or Group Name _____

Address _____ City _____ State _____ Zip _____

Authorized Representative Name _____

Title _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Name of Person Completing Application (if different from above) _____

Daytime Phone _____ Evening/Cell Phone _____

Address _____ City _____ State _____ Zip _____

Purpose of Meeting/Event: _____

Is meeting open to general public? Yes No

Expected Attendance _____ (Seating may not exceed room capacity.)

MEETING TYPE (select only one):

Commercial – A meeting is considered commercial if: (i) any charges or fees are required in order to attend this meeting; (ii) goods or services are sold at or offered for sale at the meeting; or (iii) the meeting promotes a commercial enterprise. *Non-refundable \$50 deposit due at time of application.*

Non-Commercial – A meeting is non-commercial if the group or business is an IRS recognized, non-profit entity with meetings and present or future goods or services are not sold at or offered for sale at the meeting; includes churches and business meetings. *Non-refundable \$50 deposit due at time of application.*

Civic – A meeting is civic if the group is an IRS recognized, non-profit entity that meets with the goal of providing service in the community; includes volunteer organizations such as Boy/Girl Scouts, garden clubs, etc. *Full cost of room rental due at time of application.*

Social – A meeting is considered social if the group is hosting a gathering or party for entertainment and/or recreational purposes; includes dinner parties, receptions, showers and birthday parties. *Non-refundable \$50 deposit due at time of application.*

REQUESTING THE USE OF:

- Community Room** – Capacity: tables with chairs 90; chairs only 120
- Historical Room** – Capacity: 12
- Children’s Program Room** – Capacity: tables with chairs 25; chairs only 30
- Treehouse** – Capacity: 20
- Amphitheater** – Capacity: 90
- Rooftop Garden** – Capacity: 75
- Observation Deck** – Capacity: 35

Due to limited parking, the Library reserves the right to: (i) Require that groups utilize shuttle options offered by the library based on an hourly rate of \$25 per hour; and/or (ii) refuse groups within high capacity ranges if the request for use of the meeting room is during peak library hours, during special library-related events, and/or the meeting is more than two hours in length.

MEETING INFORMATION: If recurring meeting dates are requested, provide date, starting time and ending time for each meeting. Be sure to include time for room set-up and breakdown.

Date _____ Start Time _____ am / pm End Time _____ am / pm

Date _____ Start Time _____ am / pm End Time _____ am / pm

Date _____ Start Time _____ am / pm End Time _____ am / pm

Date _____ Start Time _____ am / pm End Time _____ am / pm

Date _____ Start Time _____ am / pm End Time _____ am / pm

Date _____ Start Time _____ am / pm End Time _____ am / pm

RENTAL RATES, EVENT DEPOSITS & ADDITIONAL FEES:

COST PER ROOM DURING REGULAR LIBRARY HOURS:

CR = Community Room; HR = Historical Room; CPR = Children’s Program Room; TR = Treehouse;
 AM = Amphitheater; RG = Rooftop Garden; OB = Observation Deck

ROOM	CR	HR	CPR	TR	AM	RG	OB
Commercial*	\$250	\$150	\$150	\$150	\$150	\$150	\$150
Non-Commercial*	\$100	\$50	\$50	\$50	\$50	\$50	\$50
Civic*	\$75	\$25	\$25	\$25	\$25	\$25	\$25
Social*	\$500	\$150	\$300	\$300	\$300	\$300	\$300

**Library meeting spaces are rented in 4 hour blocks. Prices are not reduced for shorter times of use.*

COST PER ROOM BEFORE OR AFTER REGULAR LIBRARY HOURS:

CR = Community Room; HR = Historical Room; CPR = Children’s Program Room; TR = Treehouse;
AM = Amphitheater; RG = Rooftop Garden; OB = Observation Deck

ROOM	CR	HR	CPR	TR	AM	RG	OB
Commercial*	\$500	\$150	\$300	\$300	\$300	\$300	\$300
Non-Commercial*	\$200	\$100	\$100	\$100	\$100	\$100	\$100
Civic*	\$150	\$50	\$50	\$50	\$50	\$50	\$50
Social*	\$500	\$150	\$300	\$300	\$300	\$300	\$300

**Library meeting spaces are rented in 4 hour blocks. Prices are not reduced for shorter times of use.*

MEETING ROOM SET-UP REQUIRED: Yes No

The Room Set-up charge is \$50 per meeting. Be sure to submit your requested arrangement below and submit this information with your application. If you do not require room set-up services, you will be responsible for room set up and breakdown. The library is not responsible for room set-up and/or breakdown and reserves the right to refuse any last-minute requests.

Anything UNIQUE about this program? _____

Type of Arrangement Requested: Chairs only Tables & chairs Other:

Drawing of Layout:

AUDIO/VISUAL EQUIPMENT REQUIRED: Yes No

List your A/V equipment requirements below. There is not an additional cost for the use of A/V equipment.

Should any equipment be damaged while in your care, renter is responsible for reimbursing the library the full cost to repair/replace damaged equipment. The staff member assigned to your event will assist you with the use of all library equipment.

SECURITY DEPOSIT – SOCIAL EVENTS: \$300 Security Deposit

All social events require payment of a \$300 security deposit (cash or money order) at the time of reservation. Security deposit will be refunded only if the meeting room is found to be in satisfactory condition following your event. If the room is found to be in unsatisfactory condition or if the renter fails to follow the guidelines for use provided with this application, the deposit will be forfeited in whole or in part. Unsatisfactory conditions include but are not limited to: stains, gum on the floor, damaged walls or ceiling tiles, broken furniture, damaged and/or broken audio equipment and/or appliances, etc.

ALCOHOLIC BEVERAGE SERVICE: \$300 Security Deposit

Will beverages be served? Non-alcoholic: Yes No Alcoholic: Yes No

Any event serving alcohol requires payment of a \$300 security deposit (cash or money order) at the time of reservation.

An Application for Permit to Serve Alcohol is required to serve or consume any beverage containing alcohol. **A uniformed, off-duty Vestavia Hills police officer must be hired at the renter’s expense.** Security deposit will be refunded only if the meeting room is found to be in satisfactory condition following your event. If the room is found to be in unsatisfactory condition or if the renter fails to follow the guidelines for use provided with this application, the deposit will be forfeited in whole or in part. Unsatisfactory conditions include but are not limited to: stains, gum on the floor, damaged walls or ceiling tiles, broken furniture, damaged and/or broken audio equipment and/ or appliances, etc.

KITCHEN USE: \$100/event

Will use of the library kitchen be needed? Yes No

EVENT MONITOR – DEDICATED LIBRARY STAFF MEMBER: \$20/hour

All social events during WEEKEND library hours and all events/meetings before or after regularly scheduled library hours, require the payment of a designated library event monitor to be paid \$20 per hour (cash) at the conclusion of the event.

The Library accepts cash, credit/debit cards* and money orders.

**Library does not accept Amercian Express.*

USER AGREEMENT CONTRACT:

I, _____, hereby enter into this contract with the Vestavia Hills Library in the Forest for the use of an auditorium/meeting room. I have fully read and understand all rules and regulations governing the use of the facility. I understand that I have requested the reservation of an auditorium/meeting room for (date/time) _____.

I understand that my group/organization’s reservation is not final until:

- the library approves the application
- the library receives all applicable fees and / or deposits

I understand that I will forfeit any security deposit paid to the library if the facility is found to be in unsatisfactory condition after use.

I understand that I will be held financially responsible for the following:

- any additional cost, above the security deposit, that is due as a result of damage to facilities, appliances, furniture and/or equipment
- any cost of repairing any damage to library furnishings caused by the use of pens, paints, crayons, dyes, markers or other materials

I understand that I will be held responsible for the behavior of the group/organization’s membership and its guests.

I understand that the Library Director may cancel our use of the facility if I or my group do not comply with library policies and/or the general guidelines provided with this application.

Signature _____ **Date** _____

The person signing this application will be held responsible for any damage occurring during the use of the room and equipment by the group. The public liability insurance coverage of the library does not cover the negligence of the user(s) nor will it protect the user(s) if suit is brought against him or her.

TO BE COMPLETED BY LIBRARY STAFF:

Application Approval Date _____
Organization or Group Name _____
Contact's Name _____
Daytime Phone _____ Evening/Cell Phone _____
Email _____

Room Assigned:

- | | |
|--|---|
| <input type="checkbox"/> Community Room | <input type="checkbox"/> Treehouse |
| <input type="checkbox"/> Historical Room | <input type="checkbox"/> Amphitheater |
| <input type="checkbox"/> Children's Program Room | <input type="checkbox"/> Rooftop Garden |
| | <input type="checkbox"/> Observation Deck |

Meeting Type:

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Social |
| <input type="checkbox"/> Non-commercial | <input type="checkbox"/> Civic |

Fee Worksheet:

Rental fee:	Amount paid \$ _____	Date paid _____
Non-refundable deposit:	Amount paid \$ _____	Date paid _____
Security deposit – Social:	Amount paid \$ _____	Date paid _____
		Date refunded _____
Security deposit – Alcohol:	Amount paid \$ _____	Date paid _____
		Date refunded _____
Room set-up:	Amount paid \$ _____	Date paid _____
Kitchen:	Amount paid \$ _____	Date paid _____
Monitor (paid to monitor):	Amount paid \$ _____	Date paid _____

VESTAVIA HILLS LIBRARY IN THE FOREST

Meeting Room Usage Guidelines & Information

- Use of the meeting room facilities is subject to the rules and regulations established by the Library Board of Trustees.
- Programs may not be disruptive to the library or its mission. The library reserves the right to ask any group to leave its premises if the behavior of the group is deemed disruptive or inappropriate according to library service policy.
- Groups wishing to book a meeting room must submit a meeting room application to the administrative staff no later than one week prior to the date requested. All applicants are subject to approval by the Library Director.
- **Payment of a non-refundable deposit (amount is based on meeting type) is required at the time a reservation is made. Upon contacting the library, if the space is available, it will be tentatively reserved for three business days. However, no space is confirmed until the deposit is paid. If the deposit is not paid within three business days, the space will become available for other patrons. All remaining deposits/balances must be paid in-full 10 business days prior to the event date.**
- In order to reschedule or transfer a reservation, cancellations must be made at least 10 business days in advance of a scheduled event. Otherwise, the fee will be forfeited and no rescheduling allowed.
- Should there be a scheduling conflict, library-sponsored events will have priority. The library will attempt to inform any group using the meeting room as early as possible. The use of the meeting rooms must not interfere with the use of the library by others.
- The fact that a group is permitted to meet at the Vestavia Hills Library in the Forest does **NOT**, in any way, constitute an endorsement of the group's policies or beliefs. The Board reserves the right to cancel any reservation with or without prior notice.
- **The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group may use the library as a mailing address. Groups may not use the library's phone number as a contact for program information.**
- Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- Meeting rooms may be used for the following purposes only: commercial meetings; non-commercial meetings; social gatherings, such as birthday parties, receptions and ceremonies, whether or not held in connection with commercial enterprises; or civic meetings.
- All applicants must be 21 years or older, and present a valid driver's license or state-issued I.D. and valid Public Libraries in Jefferson County library card.
- The authorized representative must be present during the entire meeting.
- Meetings of groups of individuals under 18 years of age must have an adult sponsor in attendance.
- Children must be supervised at all times. The library is not responsible for children left unattended while their parent or guardian is in a meeting at the library.
- Rooms will be scheduled on a first-come, first-served basis, up to 12 months in advance. **Up to six meetings per year may be scheduled in advance.**
- Applications for recurring meeting room use must be renewed yearly in January. Groups that wish to make application for a series of meetings should only fill out one application per year. Fees for each meeting must be paid at the time the application is submitted.
- The library reserves the right to relocate a group within the library if circumstances warrant.
- By order of the City of Vestavia Hills Fire Marshal, attendance at meetings is limited to the capacity of the room assigned. Seating and/or supplementary furniture is not allowed in corridors outside rooms.
- Fire code prohibits any open flames, i.e. incense or candles.
- Furniture and/or equipment from the main area of the library or lobby may not be brought into the meeting room.

- **Smoking is prohibited.**
 - Chafing dishes are permitted only in the Community Room.
 - Pets are **NOT** allowed in the library except service animals.
 - Meeting rooms must be left in good order, with trash put into the outdoor dumpster, lights turned out, and any used appliance cleaned and turned off. **Abuse of library property will result in charges for the repair or replacement of damaged property and/or the loss of permission to use meeting rooms.**
 - Signs, decorations or other objects are not to be taped or attached to walls, doors or columns in any manner. No equipment or furniture is to be removed from meeting rooms. Groups using the rooms are responsible for reimbursing the library for any damage to library furniture or equipment.
 - Materials which may cause damage to the rooms are not permitted, such as, but not limited to: glue (or glue-based products), paint, clay, dyes of any kind, confetti, glitter, etc.
 - Dye-based drinks are not permitted, such as, but not limited to, kool-aid, grape and cherry fruit juices, etc.
 - Library staff may enter the meeting room at any time during a scheduled meeting.
 - The library is not responsible for damaged items.
 - The library is not responsible for items left in its facilities. Storage space and porter services are not available.
 - Groups or organizations using the meeting rooms may not discriminate on the basis of race, color, national origin, sex, religion, age or disabled status in the provision of services.
 - The Library Board reserves the right to amend any regulation without prior notice.
 - Excessive noise or disruption to the functions of the library is not permitted. Music and noise must be kept to a reasonable level and in accordance with the City's noise ordinance.
 - When a severe or inclement weather warning is issued, the library staff will follow evacuation procedures. At which time, the renting party will be asked to comply with procedure.
 - If one-time events in the meeting rooms are canceled due to inclement weather, events will be rescheduled for another date or a full refund will be provided.
 - If any regularly scheduled meeting is canceled due to inclement weather, the group will be given an opportunity to reschedule its meeting or a credit will be applied to subsequent event fees.
 - Meeting room usage times: Sunday - Thursday, 9 a.m. to 9 pm., Friday - Saturday, 9 a.m. to 12 a.m. Groups may not enter rooms early or remain later than the designated time previously set by the group's contact person at the time of application.
- VHLF Regular Operating Schedule:**
Monday – Thursday, 9am to 8pm
Friday & Saturday, 9am to 6pm
Sunday, 1 to 5pm
- **The following are exempt from meeting/conference room rental fees:**
 - Library-sponsored meetings or programs
 - Friends of the Library meetings or programs
 - Board of Trustees meetings
 - Foundation Board of Directors and Junior Board meetings
 - Municipal meetings and functions
 - Vestavia Hills Board of Education meetings or programs
 - Vestavia Hills Historical Society meetings
 - The Library Director reserves the right to waive library meeting room fees as circumstances warrant.
 - **The library may cancel use of the meeting rooms to any group that fails to comply with these rules and regulations.**