

Round Top Family Library Rental Contract

Today's Date: _____

Organization/Business Name: _____

Contact Name: _____ Phone: _____

Date of Meeting/Event: _____ Start Time: _____ End Time: _____

Building: Rummel Haus (max 25 guests) _____ Annex (max 50 guests) _____

Type of Event: _____ # of Guests: _____

Available Hours:

Library Hours are Monday - Friday 1:30-5:30pm, Saturday 10:00am – 2:00pm, Closed Sunday
Rentals are allowed outside of these hours with approval from the Library Director based on staff availability

Rental Rates: (refundable damage deposit of \$50)

Non-profits or RTFL partner organizations (no deposit required)	No charge for a maximum of 2 hours
Business	\$35/hour for a maximum of 2 hours
Private Events	\$25/hour for a maximum of 4 hours
Playground Events	\$10/hour for a maximum of 2 hours

Rental Guarantee: Room Rentals are not placed on our calendar until both the contract and deposit fee are received. Rooms are rented on a first come, first serve basis, and we cannot guarantee room availability to anyone prior to payment of deposit. Rental fees are due at time of service. Renters may not use tape, nails, screws, etc that might deface the property.

Alcohol: No alcohol is allowed on Round Top Family Library Association grounds. This includes all buildings and property.

Noise: Renters must abide by the City of Round Top Ordinance regarding noise.

Cleaning: All trash and debris, including food, MUST be picked up and placed in the proper provided receptacles. This includes any and all decorations. If Library is required to clean, the deposit won't be refunded

The Round Top Family Library (RTFL) shall have no liability or obligation to protect renter's property from loss or damage. Renter will indemnify and hold RTFL harmless against any claims, demands, damages, costs, and expenses, including reasonable attorney's fees for defending the claims and demands, arising from the conduct of Renter on the premises or from its use of them; from any breach on Renter's part of any conditions of the lease; or from any act or negligence of Renter, its agents, contractors, employees, subtenants, concessionaires, or licensees in or about the premises. If any action or proceeding is brought against RTFL by reason of any such claim, Renter, on notice from RTFL, will defend the action or proceeding by counsel acceptable to RTFL.

By signing below, I agree to the above policies and rules.

Signature: _____ Date: _____