



Conditions of Use

Library Hall

Security:

_____ Security of Library hall is the reserver's responsibility. Exterior and interior doors must be locked when leaving.

Cleaning:

_____ A portion or all of the refundable deposit may be forfeited, and you may be responsible for additional fees if cleaning is not sufficient. Cleaning supplies are provided in the kitchen.

- Tables and chairs must be wiped and returned to the storage room.
- Recycling bags must be emptied into the recycle dumpster and bags deposited with waste into the waste dumpster.
- Sweep floors.
- Clean floor spills as soon as possible with microfiber cloths and water.
- Check basic cleanliness of kitchen and restrooms.

Furniture:

- _____
- No more than 25 chairs and 10 tables will be stacked on the carts.
 - Do not block access to elevator mechanical access door.
 - Evening events - All furniture and belongings will be cleared from Memorial Hallway by the time the Library opens the following day.

Damage:

_____ A portion or all of the refundable deposit may be forfeited, and you may be responsible for additional fees.

- No tape or tacks may be used on painted surfaces, fabric panels, or the floor. Command Strip hooks may be used on the wooden beams.
- Helium balloons may not be brought into Library Hall, and no decorations may be hung from light fixtures or over the wooden beams.

Capacity:

_____ The maximum person of 150 seated or 200 standing may not be exceeded.

Parking:

_____ The Library does not guarantee on-site parking, and the City of Steamboat Springs enforces two-hour parking in the parking lot. Full-day parking is available at The Art Depot or lot at 10th street and Lincoln Avenue.

Laws:

_____ Participant and Guests agree to follow all federal, state, and local laws on premises and in regard to this rental. Animals are not allowed with the exception of service animals.

For office use only

Release of Liability:

_____The person making the reservation or an officer of the organization sponsoring the event has signed the Bud Werner Memorial Library Liability Statement.

Alcohol:

_____If serving alcohol a Certificate of Liability Insurance for \$1,000,000 of general liability coverage with The Bud Werner Memorial Library as named additional insured has been submitted to Carolyn Peters cpeters@steamboatlibrary.org .

Non-profit organization:

_____Proof of non-profit status (Colorado Certificate of Exemption for State Sales/Use Tax, Sales Tax Exemption Certificate, Multi-Jurisdiction for out of state organizations, or the Affidavit of Non-Taxable Sale to Tax Exempt Organization form has been submitted.