

# Quechee Library Community Room

Use or Rental Agreement

**The following conditions and rules apply to the rental or use of the Community Room of the Quechee Library, 1957 Quechee Main St., Quechee, VT  
Phone/Fax No.: (802) 295-1232**

- Agreement is for the downstairs main room, and bathroom only.
- The maximum capacity of the Community Room Space is 45 (???) Availability is based on no conflict with Library Operations or other standing scheduled meetings.
- Children must be supervised at all times.
- NO SMOKING is permitted on the property.
- Renter provides cleaning supplies and trash bags.
- All trash must be removed from building at end of event.
- Any spills must be cleaned at the end of the event.
- Bathroom must be left in clean order at the end of the event.
- No alcohol shall be served in the library or on library premises.
- Liability and damage(s) or any loss of Collections Materials during the usage period specified are sole responsibility of Renter/User.

**Back Door must be closed, and locked, at the end of the event, and elevator-lift left on the main level, not the lower level meeting room. All appliances and lights are to be shut off.**

Rental Fees: For-profit groups or individuals:  
Up to 4 hours, \$85      Over 4 hours, \$150

Usage Fee: Certified Non-profits: NO Fee

Any payment due and a signed copy of this agreement must be received at least 1 day in advance of the event date, and must be delivered prior to receipt of a key. Quechee Library, its Trustees, employees or assignees are not responsible or liable for any injuries or damages sustained by renter/user or event attendees while using the property. Any property damages incurred or extra cleaning services required shall be the responsibility of the renter and shall be paid in full upon receipt of invoice. Payments may be made in cash, check or money order. Returned checks are subject to a \$35 fee

*I have read, understand and agree to all the above terms and conditions.*

Organization : \_\_\_\_\_ Certified Non-Profit, Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone ( ) - \_\_\_\_\_ Evening Phone: ( ) - \_\_\_\_\_

Function: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Time: \_\_\_\_\_

Approximate # of guests expected \_\_\_\_\_

**Correspondence and Fees may be sent to:**

Quechee Library, P.O. Box 384, Quechee, VT 05059

Phone/Fax No.: (802) 295-1232

This form online: <http://www.quecheelibrary.org> Click on 'Meeting Space' Link on left of page

For Building Maintenance Issues, please email [info@quecheelibrary.org](mailto:info@quecheelibrary.org)

Key Pick up/ drop off: (802) 295-1232 during Library hours:  
Mon., Wed., and Fri.: 10-6; Tues. and Thurs.: 2-7; Sat.: 9-2.

**Or RETURN KEYS in envelope to Book Drop box by back door.**

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Administrative Use only:

- Agreement Form: Date Rec'd. \_\_\_\_\_ Chk#/Amount \_\_\_\_\_ or Cash \_\_\_\_\_  
Init: \_\_\_\_\_
- Key Given: # \_\_\_\_\_ Date \_\_\_\_\_ Init: \_\_\_\_\_
- Key Returned: Yes \_\_\_\_\_ Date \_\_\_\_\_ Init: \_\_\_\_\_