



## **Rental Use Agreement Round Valley Library Commons**

The RV Library Commons facility is owned by the Friends of the Round Valley Public Library a 501(c)(3) non-profit volunteer organization. The Friends mission is "...to maintain and improve the facility and services of our public library and to provide an expanded facility to give opportunities for the development and enhancement of our community and the lives of our residents."

### **RENTAL PROCEDURE**

For group use, one person representing a group must be designated the Responsible Party to handle communication and responsibility to the Friends. The Responsible Party must contact the Commons Manager to reserve time and arrange an orientation if necessary. The Commons Manager will tour the Commons with the Responsible Party and establish areas of use. The Responsible Party will be held accountable for following rental protocol.

### **INSURANCE**

All events that include serving or selling alcohol are not covered under the building's liability insurance policy. Individual groups or persons are responsible for obtaining that insurance from the County of Mendocino, Risk Management, Heather Corell, (707) 463-6535. If you choose to use your own insurance, you must have coverage for \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage and you must contact Risk Management and send them a copy of the coverage. The Friends of the RV Public Library must be named as "also insured" on the certificate. Users of the kitchen who are preparing a food product that will be sold, (not including food served on-site) must obtain separate insurance to cover product liability. Proof of insurance must be submitted to the Commons manager before the event.

### **TOBACCO DRUGS AND ALCOHOL**

Per California state law, it is illegal to smoke inside of this facility or within 20 ft. of any entrance to this building. Any illegal drug use is prohibited within this building or in the immediate vicinity. IF YOU PLAN TO SELL LIQUOR, you must obtain a permit for a single-event sale. This can only be obtained by a non-profit entity, applying to the Mendocino County Sheriff's office. It takes approximately 4 weeks to obtain this permit. The Commons Manager MUST BE NOTIFIED and approval given, if you plan to serve or sell liquor. All Alcohol consumption must be done responsibly and in compliance with all laws.

## RENTAL ETIQUETTE

Be respectful of other uses of the building. Users are responsible for all behavior, actions and activities of all members of their group. Call 911 in case of any life or property threatening situations.

\_\_\_\_\_ Area of Use  
\_\_\_\_\_ Date of Use  
\_\_\_\_\_ Equipment Used  
\_\_\_\_\_ Rental Amount  
\_\_\_\_\_ Deposit Amount

I have read this full agreement and am aware of all responsibilities and requirements for the use of the RV Library Commons in the Round Valley Commons. I agree to follow these requirements. If there is any change in the need for the space, I/we will inform the Manager as soon as possible. By this signature, I take full responsibility for my group or personal event.

\_\_\_\_\_ Printed Name  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Phone Contact  
\_\_\_\_\_ Date

Chaperones for groups under 21 years of age:

1. \_\_\_\_\_ Phone: \_\_\_\_\_
2. \_\_\_\_\_ Phone: \_\_\_\_\_
3. \_\_\_\_\_ Phone: \_\_\_\_\_

Before rental date, send the following to the address below or hand to the Commons Manager

- Agreement for Use - signed
- Cleaning deposit and rent (separate checks for each)
- Proof of insurance if necessary

Commons Manager  
Friends of the Round Valley Public Library  
PO Box 620  
Covelo, CA 95428

