



# Lone Cone Library Room Rental Agreement

**Please read all sections carefully, sign electronically, and submit.**

Your reservation will not be complete without the submission of this form. Upon receipt of this agreement, should your reservation be outside of business hours, you will receive a door code no sooner than 48 hours prior to your reservation time.

## Contact Information

To be filled out by the responsible party - All sections are required

**First & Last Name \***

---

**Name of Business/Organization (If Applicable)**

---

**Full Mailing Address (Include city, state, zip) \***

---

**Phone Number \***

---

**Email Address \***

---

## Room & Event Details

**Room Reserved \***

North Multipurpose Room     South Multipurpose Room     North/South Combined

**Type of Event or Purpose of Reservation \***

---

**Date of Reservation \***

**Start Time \***

**End Time \***

**Additional Times/Dates (If Applicable)**

## Room Rental Costs / Fees

Service	Fee
<b>Multipurpose Room (Per Room)</b>	
• Non-Profit	\$10 / hour
• Private	\$15 / hour
• Public or For Profit	\$20 / hour
<b>Room Security Deposit (Refundable)</b>	\$100
<b>Alcohol Deposit (Refundable - In addition to room deposit)</b>	\$100
<b>A/V Sound System</b>	\$25 Flat Fee
<b>Tablecloth Rental</b>	\$15 per tablecloth
<b>Kitchen Use (Includes all dishes, cooking stove, sink, refrigerator)</b>	\$50 Flat Fee
<b>Cleaning Fee</b>	\$40 Flat Fee

## Additional Services

Check any additional services you will need \*

- Tables & Chairs (Free to use with reservation)
- Kitchen Use - \$50 Flat Fee

- Audio Visual Sound System - \$25 Flat Fee
- Tablecloth Rental - \$15 per tablecloth
- None of the above

## Alcohol Service

Will there be alcohol served? \*

- Yes (See requirements below)     No

### **IMPORTANT - Alcohol Liability Insurance Required**

To serve alcohol at your event with Lone Cone Library, you must obtain separate alcohol liability insurance. This can be acquired through your renters insurance company, or you can use the recommended website provided below.

**Please provide us with a copy of the certificate of insurance at least 48 hours before your event; otherwise, we will have to cancel it.**

**\*\*Please note, this is not a refundable expense\*\***

#### **Recommended Instructions for Obtaining Alcohol Liability Insurance:**

[Thimble Insurance - Event Liability](#)

#### **Steps:**

1. Get A Quote → Enter 81423 → Special Event Insurance
2. Answer questions about the event
3. When prompted: "We are a rented commercial venue"
4. Name of Venue: **Lone Cone Library, 1455 Pinion St, Norwood CO 81423**
5. Answer specific questions about your event and obtain a quote

## Equipment Walkthrough (Optional)

If you haven't used our space before, we recommend setting up a time to come in and make sure all devices easily hook up to our system and to allow you to become familiar with the amenities before you use them.

Would you like to schedule a time to meet with a staff member? \*

Yes  No

**Preferred Walkthrough Time/Day (If Yes)**

---

## **Additional Details**

**Is there any additional information you'd like to add to your reservation?**

---

## Required Review

Please review the Patron Code of Conduct and Meeting Room Policy before proceeding. \*

- I have read, understood, and agree to the [Code of Conduct](#)
- I have read, understood, and agree to the [Meeting Room Policy](#)

## Terms and Conditions

By checking each box, you are indicating that you understand and agree to the terms and conditions stated. \*

- The room is to be used solely for the purpose stated above. Any other use is prohibited without prior written consent from the library.
- The renter is responsible for all setting up and cleaning up the room. The room must be returned to its original condition.
- The renter is responsible for any damage to the room or library property during the rental period. Any damage must be reported immediately.
- The deposit will be refunded within 30 days after the rental period, provided the room is returned to its original condition. If there is any damage, excessive trash, or excessive cleaning required, the deposit will be forfeited.
- All attendees must adhere to the library's behavior guidelines. Disruptive behavior will result in immediate termination of the rental agreement.
- The library is not responsible for any personal injury, loss of property, or property damage occurring during the rental period.
- During regular business hours, our staff will generally be available to assist with audio/visual equipment as needed. However, for equipment use outside of these hours, the renter is responsible for all setup. We highly recommend scheduling a walkthrough prior to the event to ensure all devices are compatible and that you are comfortable with the equipment usage.
- All door codes will be assigned only after the rental agreement is signed and the deposit is received.

## Signature

By signing below, the renter agrees to abide by all terms and conditions outlined in this agreement.

**Please type your name below. This counts as your signature. \***

---

**Date \***

---

If you'd like a physical copy of this agreement, please let us know and we would be happy to provide you with one.

---

### **Lone Cone Library**

1455 Pinion St, Norwood, CO 81423

Phone: 970-327-4833

**Please call us if you have ANY questions.**