**BCML Room Rental Policy**

The Library provides the opportunity for community members to utilize our two meeting rooms for various activities, such as birthday parties, bridal and baby showers, meetings, etc. We rent these rooms to the public for a nominal fee. The rental fees are as follows:

Brenda Vance Meeting Room (large conference room): $25 room rental fee

 +$25 cleaning deposit

 $50 total

Kentucky Room (small conference room): $25 room rental fee

 +$25 cleaning deposit

 $50 total

Policy Governing Room Rentals:

1. If someone needs to rent the specified room, they must pay up front both the deposit and the rental fee upon reserving the space. They may pay either in cash or by check.

2. The cleaning deposit is refundable, provided the room is returned to the condition the renter finds it. If the room is found to be in unsatisfactory condition by the director and/or facilities staff, the deposit will not be refunded to the renter.

3. Should the room prove to be in satisfactory condition, the Library will issue a refund for the renter’s cleaning deposit in the form of a check mailed to the renter. Should the renter pay the rental and deposit fees by check(s), the Library reserves the right to ensure clearing of the checks before issuing any refund on deposit.

4. Any deposit refund will be in the form of a check mailed to the renter’s mailing address, so when reserving the spaces, ensure the renter’s correct mailing address is on file.

5. Refunds will be issued to renters within 5-10 business days.

6. Renters are ONLY allowed prep time for the room the day of the event. Providing there is not another event in the room prior to the event in question, the renters may come and prep the space up to two hours prior to the time of event. They are NOT to show up the day before the event and prep their space. This may cause unnecessary schedule conflicts.

7. Whatever prep needs to be done to the room outside of basic cleaning and providing extra tables and supplies such as extra garbage bags, ALL room prep will be done by the renters and NOT staff members.

8. Again, the spaces are expected to be returned to the condition the renters find them. If room is not returned to its original condition (i.e., a huge mess is left; extra cleaning is involved; etc.), the renters should be expected to forfeit their cleaning deposit.