



3. Must be 18 years of age or above to rent auditorium.
4. Reservations are taken on a first come-first serve basis. Library programs take precedence over rentals.
5. Reservations can be made in person at the library during regular business hours, Monday through Friday, 10:00 a.m. to 6:00 p.m. Reservations will not be taken by phone or on weekends.
6. The Library has first priority over the use of the facility.
7. Alcoholic beverages are not allowed on the premises.
8. Lessee and their guests are only allowed to use the facilities for which they have paid (IE auditorium does not give access to classroom). Using other parts of the library during rental period must be approved by the Library Director.
9. No more than 110 people are allowed in the auditorium for an event, including performers.
10. Groups using the facility must provide their own supplies. The library will not provide supplies for any group including tape, scissors, staples or copies.
11. Any individual or group wishing to move tables and chairs must have authorization from the director.
12. Groups wishing to exhibit, perform, duplicate or distribute copyrighted material in the library, both print and non-print, must secure a license or permission to do so.
13. Event set-up, decorating and clean up time should be included in the total rental time for the event.
14. Events extending past the contracted time will be subject to an additional charge per hour and any other fees associated with the continuation of the event. No event will continue past 10:00pm.
15. Staff will only open the facility for the Lessee or their representative stated in this Agreement AND **PAID IN-FULL RECEIPT MUST BE PRESENTED TO STAFF.**
16. Any changes to reservation must be made in person.
17. Children will not be permitted to roam freely. No running to and from the bathroom, yelling and screaming in lobby areas or meeting rooms, especially during regular business hours.
18. All decorations must be approved by the Library Director.
19. Any use of sound, lighting or other equipment from must be approved by the Library Director at the time of the lease agreement.
  - a. Any sound requiring library staff to control must be on one device such as a sound disc or iPod.

- b. If complex music or sound is needed, the lessee must have their own sound person with their own equipment.
20. Only Library staff members may use the sound room and equipment.
  21. Any equipment needed must be approved by the Library Director at the time of the lease agreement.
  22. No food or drinks are allowed in the auditorium.
  23. Lessee is responsible for placing all trash in the dumpster at the end of the event and leaving the auditorium in the same condition of cleanliness as it was found at the start of the rental, which includes vacuuming, sweeping and mopping the facilities, and policing the grounds and parking area. This includes and all common areas.
  24. All groups must leave the meeting rooms and auditorium in satisfactory condition or a fee will be charged for cleaning and or damages. Rooms must be returned to their original state.
  25. Notification of cancellation of an event must be received no later than thirty (30) days prior to event in order to receive a refund of rental fees. Notification of cancellation received after this deadline will result in a forfeiture of the entire contract amount.
  26. Rentals must be paid in full at least a week in advance.
  27. All after hour events are subject to availability and must be approved by the Library Director.
  28. Deposits will be mailed within six weeks after the event if no damage was made to the facility and the facility is in good order.

**Fee Schedule for Library Auditorium**

Auditorium Rental:           \$25 per hour for residents  
   \$50 per hour for non-residents

After Hours Staffing Fee:    \$20 per hour

**Equipment Available in the Library Auditorium**

- Multimedia projector for showing videos or visual presentations through a computer. Internet access is available.
- Large drop down screen.
- Sound equipment through CD player (limitations and must be approved by the Library Director)
- DVD player for showing movies
- Lighting for the stage
- Microphones, both hand held and lapel.

**INDEMNITIES, INSURANCE AND LAWS:**

Lessee agrees to defend, indemnify and hold harmless Balch Springs Library-Learning Center, its agents, representatives and employees, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expense of any kind or nature whatsoever, including without limitation, any and all costs of defense, made against or incurred or suffered by Balch Springs Library-Learning Center, and such indemnities as a direct or indirect result or consequence of injury, sickness, illness or harm, including death, damage or loss to person or property, including the loss of use thereof or other cause of action whatsoever arising out of, resulting from or which should not have occurred but for this Agreement or Lessee's use of premises, facilities or equipment of facilities. Lessee further agrees to release and acquit the City of Balch Springs, Balch Springs Library-Learning Center, its agents, representatives and employees, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of any kind or nature whatsoever, including those enumerated herein above. \_\_\_\_\_

**The undersigned has read and, on behalf of the Lessee, agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Lessee and has sufficient power, authority and capacity to bind the Lessee with his/her signature.**

**I agree to abide by the rules and regulations set forth in this rental agreement:**

\_\_\_\_\_  
**Signature of Renter** **Date**

\_\_\_\_\_  
**Signature of Library Staff** **Date**

\_\_\_\_\_  
**Signature of Library Director** **Date**

# Rental Agreement

## Balch Springs Library Auditorium

The section below must be filled out by Library Staff and approved by the Library Director prior to making a payment. Payment must be made at the Municipal court building at 3117 Hickory Tree, Balch Springs. Municipal Court will issue a receipt for the rental. The rental agreement plus receipt of payment must be presented to library staff before using the facility.

**FOR LIBRARY STAFF USE ONLY**  
**Auditorium Rental**

Today's Date \_\_\_\_\_

Date needed \_\_\_\_\_ TIME: Start \_\_\_\_\_ End \_\_\_\_\_

Estimated # of guests \_\_\_\_\_

Is sound equipment or lighting needed: Yes \_\_\_ No \_\_\_

Rental Fee \_\_\_\_\_ x \_\_\_\_\_ # of Hours = \_\_\_\_\_

After hours staffing fee: \$20.00 per hour. Amount Due \$ \_\_\_\_\_

Type of event: \_\_\_\_\_

Approved by Library Director \_\_\_\_\_

**PAYMENT INFORMATION**

<b>DEPOSIT DUE</b>	<b>\$ 100.00</b>
<b>RENTAL FEE</b>	\$ _____
<b>STAFFING FEE</b>	\$ _____
<b>AMOUNT PAID</b>	\$ _____
<b>BALANCE DUE</b>	\$ _____

**REMAINING BALANCE DUE BY:** \_\_\_\_\_  
(Date)