



Rental Use Agreement Round Valley Library Commons

Updated Sept.2025

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." As part of our mission, the Community Room and outdoor areas of the Commons are available as rental space to the public for meetings, private parties, etc.

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.

-USE BY GROUPS PREDOMINANTLY UNDER 21 YEARS OF AGE

An Adult Sponsor over 21 will be required to be the Responsible Party and will be present at the event, to oversee access and follow-up with building use/clean up.

Adult Chaperones during the event: 2 for 20 minors and less; 3 for over 20. The group is responsible for finding their own chaperones.

-Food use in the community room

There is no cooking food in the community room. The community kitchen is available for rental and must contact the kitchen manager [kitchenmanagerFRVPL @ gmail.com](mailto:kitchenmanagerFRVPL@gmail.com).

Outside food may be brought in ready-made.

-Doors and lock up

The key box and passcode will be shown by the Commons manager at the time of payment. After use please make sure that all doors are properly locked. Return key to the key box when done.

-Inventory of Furniture

Any lost or stolen Friends Property will be charged or taken out of your deposit. Please see attached form to verify that all furniture is in its proper place.

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) 234-6061. 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. No illegal drug or Alcohol use is allowed within this building or in the immediate vicinity.

ACCESS

The advertising of any event held in the Commons must be done independently by the sponsors of the event. All access to the Community Room is through the Howard St. entrance. Attendees cannot access an event through the Round Valley Public Library, unless the library is a sponsor of the event.

IMPACT ON NEIGHBORHOOD AND BUILDING

Be respectful of neighbors and other uses of the building. Sponsoring groups understand they are responsible for all behavior, actions, and activities of all their members, guests, and participants, including responsibility for illegal or violent acts committed by others. Sponsoring groups further understand they must call 911 in case of any life- or property-threatening situations.

PUBLIC HEALTH

Meetings open to the public and gatherings during hours the library is open, will adhere to public health orders in effect at the time of the meeting.

CONTACT

Commons Manager
PO BOX 620
Covelo CA, 95428

Email: commonsmanager@gmail.com
Telephone: 707.983.6736

FEES:

Community Meetings or Clubs - \$10/hr.

Classes - \$20/hr

Organizations/Club fund-raising events - \$50

Private parties (birthdays, wedding receptions, etc.) 4 hrs or less - \$100

Private parties (birthdays, wedding receptions, etc.) All Day events - \$200

Events of a commercial/for profit nature - \$200

CLEANING DEPOSIT

All groups/individuals are required to pay a refundable cleaning fee upon scheduling. It is a requirement of use that the spaces will be left in the same condition as before use, including taking all trash and recyclables with you. If clean-up is not adequate the fee will be retained to pay for cleaning. Any damage to the facility, furnishings, or equipment will be deducted from the deposit and/or assessed against the user. **Any trash that is left on premises will be an automatic \$50 charge.**

Community groups with no food or crafts - \$25

Classes/Clubs/Community Meetings - \$50

Community groups with food or crafts - \$100

Commercial or private - \$200

CLEANING AND USE

The room should be left in the same condition it was found.

The furniture should be cleaned of spills and returned to original order.

The floor and carpet should be cleaned of spills and swept/vacuumed.

The garbage/trash must be removed from the premises (do not leave anywhere on the property).

Clean the glass on the doors and windows of fingerprints left by your group.

Check bathroom/fountain areas and clean significant impact.

Please DO NOT leave the room/building unattended with door(s) unlocked.

Inventory of the Common Room furniture.

23 wood chairs stacking chairs.

16 round wooden chairs, placed around the wall- 8 around table, 15 stacked

32 folding chairs-6 Brown, 26 Black

5 large folding tables. Placed in the center of the room. (+2 stacked by the stage)

1 large brown rectangle table.

2 square table.

1 podium.

4 large leather chairs.

1 leather couch.

3 floor lamps.

Speakers

PA system-Including a DVD player with 2 remote controls

Ceiling Projector.

Rental Information

Type of Event: _____

Name of Renter _____ Date of use _____

Equipment used _____

Rental amount _____ Deposit amount _____

Time of Event _____

Set up Time _____

*End Time _____

* This must be the time all cleaning is all done.

Long Term Rental Information (Only Fill out if planning on renting for consecutive months)

Name of Group or Personal Event: _____

Date Range of Use: _____

Mark the days and hours needed below

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Sunday _____

BEFORE RENTAL DATE, PLEASE SUBMIT THE FOLLOWING:

-Signed Agreement for Use form.

-Rental fee and Cleaning deposit.

-If serving/selling alcohol - insurance certificate; single-event license, if applicable.

I have read this full agreement and am aware of all responsibilities and requirements for the use of the Community Room/ 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 _____ Date _____

Phone Contact _____

Email _____