

Mountain Home Public Library
 790 North 10th East
 Mountain Home, ID 83647

208-587-4716
 fax 208-587-6645

CONFERENCE ROOM USE APPLICATION (Library Board Policy Manual Section 4.00/#4.03 pg2)

Name	<i>Print Name</i>	<i>Signature</i>
Organization		
Address		
Phone(s)		
Requested Date(s) of Use		
Start & End Time (Include setup and teardown)		
Event Description & Estimated Attendance number Maximum Number - 45		
For staff use: Reservation taken by: _____ Date: _____	Notes: Room Info to customer via Fax: _____ Hand: _____ Mailing: _____ Email to _____	

- When not needed for Library use, conference room is available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable from 6:30 a.m. to 11:00 p.m. Monday through Sunday.
- ***Charges must be paid at the time of booking.***
- Conference room charges are nonrefundable. Credit(s) for future use are given provided notice is made prior to 5 working days from scheduled meeting date(s). Credit(s) for future use will expire 180 days after being issued.
- Conference room may not be used for parties.
- Nonprofit organizations must provide IRS Non-Profit designation form or have a copy on file to receive a discounted rate.

Cleaning fees will be charged if tables & chairs are not wiped down and returned to the storage area; there are spills on the carpeting, and trash isn't taken out to the dumpster.

Non-Profit/Schools

Non-Profits must supply IRS Non-Profit designation form or have a copy on file to receive this discounted rate.

Public, charter and nonprofit schools will automatically receive this rate.

Rcv'd _____ On file _____

Key Pad Access # _____

Rate

\$10.00 per hour
Or
\$50.00 per day for 2 or more consecutive day reservations

Amount Due

x _____ hours \$ _____

x _____ day(s) \$ _____

Subtotal \$ _____

6% Tax \$ _____

TOTAL DUE \$ _____

___ Check ___ Cash

___ Credit Card

Cleaning / Damage Fees

Billed on _____

Paid on _____

Reason for billing

By _____

Total Additional Charges

\$ _____

___ Check ___ Cash

___ Credit Card

**Private/Commercial/
or Fund-Raising Events**

Key Pad Access # _____

Rate

\$20.00 per hour
Or
\$50.00 per day for 2 or more consecutive day reservations

Amount Due

x _____ hours \$ _____

x _____ day(s) \$ _____

Subtotal \$ _____

6% Tax \$ _____

TOTAL DUE \$ _____

___ Check ___ Cash

___ Credit Card

Cleaning / Damage Fees

Billed on _____

Paid on _____

Reason for billing

By _____

Total Additional Charges

\$ _____

___ Check ___ Cash

___ Credit Card

***A State of Idaho ST-101 form is required for Sales Tax Exemption.**

Responsibility of Users

Only removable poster putty may be used to attach items to wall surfaces or the white board- no tape please.

- Individual requesting the use of conference room must assume legal responsibility for their group's activities in the Library. This individual must sign the application and see that the group follows all the rules and regulations described in this policy. Any group that abuses the conference room privilege shall lose the right to use the conference room.
- All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- If refreshments are served, care must be given to the preservation of the library carpet and furnishings. Each group using the conference room is responsible for providing their own serving equipment. Damage done to the facility or its furnishings will be billed to the Contact Person indicated on the Conference Room Use Application form.
- The Library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the Library. Organizations/Individuals using the conference room will be held responsible for any accidents occurring as a result of the group's activities. Conference room users will be held responsible for any damage to the Library building, groups, or equipment due to negligence or willful misconduct.
- At the conclusion of the meeting, the room must be returned to its original condition.

Liability

Groups or individuals using the conference room are responsible for all damages to any property of the Mountain Home Public Library resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the group.

All conference room users agree to hold harmless the City of Mountain Home and the Mountain Home Public Library from and against any and all liability which may be imposed upon them or either of them for any injury to persons or property caused by the organization or any person connected with the meeting.

The City of Mountain Home and Mountain Home Public Library assume no responsibility for any property placed in the Library in connection with a meeting; and the City of Mountain Home and Mountain Home Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of use of a meeting room.

Amendment of Rules

The Library Director is authorized to establish reasonable regulations governing use of the conference room and related fees. Based upon information contained in the application, the Library reserves the right to decline conference room requests that do not meet the spirit of this policy.

The Mountain Home Public Library reserves the right to review and amend this form and conference room policy at any time.

Which organizations are exempt from paying sales tax?

(Information provided by the Idaho Tax Commission)

- Hospitals (This exemption doesn't include nursing homes, doctors' offices, most clinics, or out-patient alcohol/drug treatment facilities.) Any for-profit facility must pay sales tax.
- Specifically-named health-related entities and their local and regional chapters. They are:
 - American Cancer Society
 - American Diabetes Association
 - American Heart Association
 - Arthritis Foundation
 - Children's Home Society of Idaho (also known as the Warm Springs Counseling and Training Institute)
 - Easter Seals
 - Idaho Community Action Agencies
 - Idaho Cystic Fibrosis Foundation
 - Idaho Diabetes Youth Programs
 - Idaho Epilepsy League
 - Idaho Lung Association
 - Idaho Primary Care Association and its Community Health Centers
 - Idaho Ronald McDonald House
 - Idaho Women's and Children's Alliance
 - March of Dimes
 - Mental Health Association
 - Muscular Dystrophy Foundation
 - National Multiple Sclerosis Society
 - Rocky Mountain Kidney Association
 - Special Olympics Idaho
 - The Arc
 - United Cerebral Palsy
- The American Red Cross
- Volunteer fire departments
- Licensed emergency service agencies
- Qualifying senior citizen centers
- Family Services Alliance of Southeast Idaho
- Centers for independent living. This exemption is for nonresidential centers that are run by disabled persons and provide independent living programs to people with a variety of disabilities.
- Public, charter, and nonprofit schools (This exemption doesn't include specialty schools, such as those that teach business, dance, drama, music, cosmetology, or gymnastics. Also, organizations affiliated with a school, such as parent/teacher and alumni groups, are not included.)
- Blind Services Foundation, Inc.
- Canal companies
- Forest protective associations
- The Idaho Foodbank Warehouse, Inc.
- Museums
- Children's free dental service clinics
- Survivors of Domestic Violence & Sexual Assault, Inc.