



WOOD COUNTY DISTRICT PUBLIC LIBRARY

Carter House Rental Rules and Regulations

The Carter House is for the use of the Library and Library-related organizations. When not required for such use, local organizations and private individuals may rent the Carter House subject to the following regulations:

1. **Use of Carter House:** The Carter House is to be used for educational, social and cultural programs for the benefit of the people of Wood County. No use shall be permitted or allowed to continue that disturbs the Library's primary functions and operations. The Library reserves the right to assign groups to a particular location and to reassign locations if necessary.
2. **Rental Fee:** \$250 for up to 6-hours or \$350 for all day. All fees must be paid at time of reservation.
3. **Hours Available:** The Carter House is available for rental on Mondays through Saturdays from 9 a.m. to 10 p.m. and Sundays from 1 p.m. to 10 p.m. All vehicles will need to be off-site before towing begins at 11 p. m. Parking in, or use of, the back yard/drive is not permitted. The house is not available for rental on days the Library is closed. Renters will pick up the key from a staff person at the Library's second floor Information Desk.
4. **Non-Profit Activities Only:** The Carter House cannot be used for profit-making purposes. It may not be used, for example, as "sample" meetings designed to exhibit goods for immediate or later purchase or for the sale of services to be provided immediately or at a later time.
5. **No Admission Fees:** Renters may not charge admission fees; soliciting of donations is prohibited except by 501C3 organizations.
6. **Application Form:** A Rental Application and Agreement must be filled out by an adult, age 18 or older, representing the organization or individual requesting use of the Carter House, before the house will be reserved. The person completing the form must remain in attendance throughout the meeting and will be responsible for the conduct of the group and for any loss or damage to Library property and/or equipment as well as for excessive cleanup costs. The person completing the application serves as the contact to the public and must provide contact information that may be given out in response to inquiries about the event. Reservations are required a minimum of 72 hours in advance (excluding weekends and holidays). The number of people expected to attend must be reported for statistical purposes.
7. **Setup and Regulations:** Groups are responsible for set-up as well as putting away furniture after their meetings. Renters provide their own audio-visual equipment. Tables and chairs are available. Furniture arrangements in the other rooms should not be changed.
 - A. Renters are responsible for making sure the house is safely secured when exiting and the key is to be left in the box on the outside, south porch. Alarm sets after 90 seconds of activation.
 - B. All lights are to be turned off and all windows locked.
 - C. All trash should be removed from the interior and placed in the outside trash bin. Renters should bring and use their own kitchen towels, wash all used dishes and put them away, and floors should be swept.
 - D. Maximum occupancy is limited to 49 individuals.

- E. Use of candles, glitter, and confetti is not permitted. Decorations may not be taped, pinned, or otherwise adhered to any walls, windows, or furnishings.
 - F. The upstairs is off-limits at all times.
8. **Damages; Cleanup:** Any expense incurred by the Library because of damage to the building or grounds, to equipment, loss of key and/or key-fob, or because of excessive cleanup costs will be charged to the person signing the Application. This person will be billed and will assume responsibility for payment of those charges.
 9. **Scheduling Limitations:** In order to serve as many as possible, the Carter House may not be reserved for more than two consecutive meetings and no more than 4 months in advance. The Library is unable to place tentative reservations.
 10. **Prohibited Substances:** No illegal substances may be dispensed or consumed in any part of the Carter House or on the property. Tobacco use is not permitted anywhere on the property (interior and exterior), this includes smoking, chewing, vaping, e-cigs, and all other nicotine products.
 11. **Alcoholic Beverages:** Renters may serve, but not sell, alcoholic beverages provided an additional \$100 fee is paid at the time the reservation is placed. The renter assumes full responsibility to comply with all laws related to use of alcoholic beverages.
 12. **Library's Right to Cancel:** The Library reserves the right to cancel or suspend permission to use the Carter House granted to any organization or individual violating these rules and regulations or for any other legitimate reason including the need to schedule the Carter House for Library-related functions.
 13. **Director's Authority:** If a question arises concerning a reservation, the Library Director shall have final authority to resolve the issue.
 14. **Rooms Available:** Three small parlors and a central dining room are available with limited seating. The Crowley Room is available in the back with tables and chairs. Use of the kitchen is permitted, as long as cleanup is complete.
 15. **Disclaimer:** The following Disclaimer must be included in any advertising disseminated by the person or group using a library facility:

The Wood County District Public Library Board of Trustees and the staff of the Library do not endorse or approve of any group applying to use the Carter House. The Board makes no endorsement, express or implied, of any non-library event held by any person or group using the library facilities pursuant to the Carter House Rental Rules and Regulations.

Approved by the Wood County District Public Library Board of Trustees, September 15, 2025.

We're Your Library.

Bowling Green

251 North Main Street
Bowling Green, OH 43402
(419) 352-5104

Walbridge

108 North Main Street
Walbridge, OH 43465
(419) 666-9900

Bookmobile

(419) 352-5104 ext. 221

Group _____

Individual responsible _____

Address/City _____

Telephone # _____

Email: _____

Date of reservation _____ Time _____ to _____

Attendance expected _____

Will Refreshments be served? ☐ Yes ☐ No Alcohol? ☐ Yes ☐ No

I have read this Application and Agreement and acknowledge receipt of the “Carter House Rental Rules and Regulations.” I have read the Rules and Regulations and I understand and agree to abide by said Rules and Regulations.

I further understand and agree that I must remain in attendance at the meeting scheduled pursuant to this Application and Agreement and that I will be held personally responsible for the payment of any damages or losses caused to Library property or equipment or for excess cleanup expenses incurred by the Library as a result of our group or organization's use of Library facilities or equipment.

I personally, and on behalf of the group I represent, agree to hold the Wood County District Public Library, its staff and its Board of Trustees harmless for any damages or injuries to persons or property caused by my group or organization's use of Library facilities authorized by this Application and Agreement.

Signature	Date
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Library Representative	Date
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For Library Personnel

\$250 - under 6 hours

\$350 – Rental fee collected Check # _____ Cash _____ CC _____

\$100 – Alcohol fee collected Total collected _____

Initials of Staff Collecting Fee

Bowling Green

Walbridge

Bookmobile

(419) 352-5104 ext. 221