



Wood County District Public Library

251 North Main Street, Bowling Green, OH 43402

419-352-5104

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 (for example: Historical Society, Genealogy Society, Chamber of Commerce, etc.) and private individuals are welcome to rent the Carter House subject to the following regulations:

1. **Use of Carter House:** The Carter House is to be used for educational, recreational, 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:** Payment of \$125 for up to four (4) hours will be required. Additional hour(s), or any part of an hour, require a \$25 per hour fee. Full-day rentals (of 6 or more hours) require a \$400 flat fee per 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 primary contact to the public and must provide contact information that may be given out in response to inquiries about the event. Events of public interest may appear on the Library's events calendar, and the primary contact's information will be included in the calendar entry. Reservations are required a minimum of 48 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 and equipment after their meetings. Renters will need to 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 bowl in mud room. Alarm sets after 90 seconds of activation.
 - B. All lights are turned off and all windows locked.
 - C. All trash and other items taken into the house should be removed from the property when you exit. Renters should bring and use their own kitchen towels.
 - D. Maximum occupancy is limited to 49 individuals.
 - E. Use of candles is not permitted.
 - F. The upstairs is off-limits at all times.

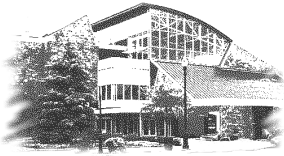


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8. **Damages; Cleanup;** Any expense incurred by the Library because of damage to the building or grounds, to equipment, loss of key and/or key-fob, or because of excessive cleanup costs will be charged to the person signing the Application. This person 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 6 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.
11. **Alcoholic Beverages;** Renters may serve, but not sell, alcoholic beverages provided an additional \$75 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. A larger family 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 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.* (A copy of the forgoing Disclaimer must be included in any advertising disseminated by the person or group using a library facility.)

Approved by the Wood County District Public Library Board of Trustees, April 19, 2016.



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Application and Agreement for Rental of the Carter House

Group _____

Detailed description of meeting _____

Individual responsible _____

Address/City _____

Telephone # _____

Date of meeting _____ 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

Library Representative Date

For Library Personnel

\$125 - 4 hours collected? Check # _____ Cash _____
\$25 additional hour(s)? Number of additional hour(s) _____
\$400 flat fee (6 or more hours)?
\$75 - Alcohol fee? Total collected? _____

_____ Initials of Staff Collecting Fee