



RATE AND RULES OF USE

RENTAL CONTRACT ATTACHMENT B

LIBRARY CARD# _____

Fulton County Library System ("Center") is a public facility operated by the Fulton County ("FC"), which receives its support from public sources. The building and contents are the responsibility of the County. The use of the Library is made available to groups and/or individuals under specific conditions outlined below and in the Fulton County Library Systems Rental Agreement of which this Attachment B is a part.

1. **A non-refundable rental deposit** must be paid at contract signing. It is understood that this deposit is forfeited if Lessee cancels less than three (3) weeks prior to the start date of the Lessee's rental period. Acceptable forms of payment are cashier's checks and money orders made payable to Fulton County.
2. **A refundable damage deposit** must be paid at contract signing. This payment is returned to Lessee within one (1) week after event if there is no damage to the Fulton County Library System's premises or property, and if Lessee restores premises and property to the conditions in which they were rented. Acceptable forms of payment are cashier's checks and money orders made payable to Fulton County.
3. At least one (1) Fulton County police officer must be on site for each day of an event. The officer is required to arrive 1 hour prior to the advertised start of the event and to remain on the premises until the last patron has exited the facility. Security must be arranged through the Fulton County Police Department at 404.613.5714. **Proof that security has been contracted must be provided to the Library Manager or designee at least one (1) week before the event.**
4. When reserving any of the Library facilities, the rental is not confirmed until Lessee has signed a rental agreement and paid all required fees.
5. Lessee is allowed access to the building solely for the purpose of set-up no earlier than the written time specified and booked. Access for additional set-up time for special lighting, sound systems, catering, etc., will be charged accordingly.
6. Lessee is to schedule a pre-event logistics meeting and venue walk-through at contract signing. All arrangements for Lessee's event, including set-up of equipment and scheduling of installation and deliveries, must be cleared with the Library Manager or designee at least one (1) week in advance.
7. The original artwork, fixtures or displays in the lobby and hallways are not to be touched, moved, or replaced. No objects or any kind may be placed against them.
8. Food can be served only in designated area
9. Lessee is responsible for setting up dressing rooms for rehearsals, sound checks, and performances.
10. Lessee is responsible for acquiring, purchasing, maintaining, and security props, costumes, and other materials used for the event. The Libraries are not responsible for the property of the Lessee, its volunteers, staff, cast members, contractors, or anyone attending the event.
11. Lessee is responsible for cleaning up all areas used for their event and for returning rooms to their original state after each use. No furniture, equipment, appliances, artwork or fixtures are to be removed from any rooms without prior approval of the Library Manager or designee.
12. The Library will not provide food or beverages for green room, dressing rooms, or backstage. If hospitality is desired, those arrangements and costs are the sole responsibilities of the Lessee.

13. Caterers are responsible for all materials brought into the building and for clean-up. In no case may catering equipment or supplies be left in the building after the conclusion of the event for a later pick-up. The Library is not responsible for any lost or stolen catering supplies or equipment or any other property of the caterers and/or Lessee.
14. Tablecloths/covers will not be provided; they must be provided by the Lessee. Tablecloths/covers must fit an eight-foot (8') table, cover all four sides of the table, and hang to the floor. No items may be sold or distributed from non-covered tables. **TBD**
15. All vendors, including Lessee, must be set up 1.5 hours prior to the scheduled start of the event. Any vendor that is not set up by the allotted time will forfeit the use of their table.
16. The Library will provide normal cleaning of the premises. The removal of leftover ice, glassware, china, and foodstuff is not considered normal cleaning and is the responsibility of the caterer and/or Lessee. Whether or not a caterer is used, Lessee is responsible for ensuring that all trash is properly disposed of and that all food preparation/bar area items, surfaces, and floors are cleaned.
17. Lessee shall not remove or alter any of the basic design or construction of the premises. Lessee shall not attach, adhere, fasten, or rig any equipment or material to the premises without the prior written approval of the Library Manager or designee.
18. Parking is limited; therefore, Lessee must comply with all applicable statutes and laws with regard to parking for the disabled and/or all other individuals. Parking is at your own risk. The Library is not responsible for any theft or vandalism related to parking in the area.
19. Lessee shall abide by the Fulton County Library System's Code of Conduct.

By signing my name below, I certify that I have read the rules, regulations, and rates set forth in Attachments A and B. Any questions concerning these policies have been discussed. My signature also certifies my understanding of an agreement with the above policies. I understand that I am responsible for all charges.

Lessee: _____ (signature) Date: _____



Fulton County Library System

CODE OF CONDUCT

Library patrons are expected to be engaged in activities associated with the use of public libraries while in any of the facilities.

In order to ensure public safety and security and provide a suitable environment for appropriate library use, the Fulton County Library System will uphold all state and local ordinances regarding public behavior.

You are welcome to:

- ✓ Ask questions of staff and receive needed information in the library
- ✓ Borrow certain materials by using your library card through established lending procedures and take them home for use, treating them carefully so others may use them after you are finished
- ✓ Bring your children to the library and enjoy materials and programs
- ✓ Comply with House Bill 60, the Safe Carry Protection Act of 2014, when visiting libraries
- ✓ Use the materials in all public areas of the library. However, the Fulton County Library System is committed to ensuring the safety of all of its patrons, with a special emphasis on the safety of children in our libraries. For that reason, the materials, services and equipment in the children's areas are intended primarily for the use of children, their parents and/or caregivers. Others needing to access materials or services specific to the children's area do so with the understanding that the library staff will determine whether or not a particular use or activity is appropriate in the children's area. Thus, patrons may be asked to use alternative areas of the library, at the discretion of the library manager or designee.
- ✓ Read, study, type, and write while using library materials
- ✓ Read materials held behind the desk or other off site locations to maintain their availability and reading access for all interested patrons. You will be required to provide a valid piece of identification which will be held at the desk until the item(s) is (are) returned.
- ✓ Register and use free library computers
- ✓ Speak quietly on cell phones near restrooms and in lobby areas
- ✓ Speak quietly with others in the library

You are **NOT** permitted to:

- Be indecently exposed, engage in sexual acts/behavior, or use profane language or profanity
- Bring animals or pets into the library (except service animals)
- Bring a weapon into any of the libraries unless you have a "weapons carry" license
- Bring a weapon into libraries that have a security checkpoint
- Bring infested personal items into the library
- Bring personal items that do not fit comfortably under your chair (*a maximum of two bags of any type will be permitted – 12" X 36"*):
bedrolls, blankets, frame backpacks or suitcases are prohibited
- large duffle bags or plastic bags measuring over 12" X 36" are prohibited
- Change or wash clothes, bathe, shave or misuse public rest rooms

- Consume or carry open food or beverage containers
- Consume or possess alcohol/illegal drugs or be intoxicated or under the influence of narcotics
- Damage, destroy, steal or intentionally tamper with any library property, patrons' property or employees' property
- Display disruptive behavior
- Distribute or post printed materials/literature that have/has not been approved by library staff
- Engage in disorderly conduct including fighting, challenging to fight or using offensive words or gestures likely to provoke violence
- Enter the library without proper attire. Proper attire conforms to the standards of the community for public places and includes wearing shirt and shoes and having clothing properly fastened.
- Enter staff areas, offices or supply areas unaccompanied by staff
- Harass staff in person, by phone, by email or by regular mail
- Have bodily hygiene so offensive as to constitute a nuisance to others
- Interfere with another person's use of the library or with the library personnel's performance of their duties
- Leave a child under nine years of age *unattended* in the library; however, children between the ages of 9-13 cannot be unattended for more than 2 hours. (Caregivers must be at least 14 years old or older.)
- Leave a child or young adult under the age of 17 at the library *after closing time*
- Leave personal items unattended (Library staff can not be responsible for the personal items of the public)
- Monopolize library equipment, materials, facilities, outlets or spaces
- Overcrowd surfaces
- Panhandle, sell or solicit for services, money or items
- Place legs/feet on furniture
- Play cards or games of any kind unless part of a sponsored program
- Rearrange/Disarrange library furniture
- Shout or disrupt others
- Sleep or rest head on furniture
- Smoke or use tobacco products
- No Vaping of any kind.
- Speak loudly on cell phones or allow a cell phone to ring in the library.
- Take library materials into the rest rooms or remove library materials from the premises without authorization through established lending procedures
- Use a wheelchair, walker or stroller to transport items or personal belongings
- Violate the directives listed in the Meeting Room Policy

Failure to comply with this Code of Conduct may result in exclusion from the library permanently or for a specified period of time. Law enforcement may be contacted which may result in an arrest and/or prosecution.

This Policy supersedes any and all previous Library policies governing Code of Conduct.

Approved by the Board of Trustees

July 26, 2017