

## Tarkio Resource Center Public Usage Policy

### Contact Information:

Carol Riley, Tarkio Library  
660-736-5832  
tarkio@aclibrary.net

### Fees:

We require a \$100 deposit, \$50 of which will be returned to the responsible party after the area is confirmed cleaned. However, if the renter does not want to clean the area, or the TRC finds that the area does not meet its standards according to the rental agreement and it needs to be cleaned by a cleaning service, they will not receive the \$50 deposit back. These fees are to cover the cost of cleaning. If you would like to further donate, all donations go towards supporting Atchison County Library events. The Atchison County Library does make exceptions for some events (i.e. non-profit small meetings, funerals). Please call for more information if that applies to your request.

The Tarkio Resource Center area of the Atchison County Library is made available to community groups, non-profit organizations and small private events on a first come, first serve basis. Renter must be 21 or older to reserve the Resource Center spaces. Renter is responsible for setting up, taking down and cleaning the space, ensuring that the space is left in the condition in which it is found before the event. No overnight functions are allowed. (If decorating for an early morning event, it is possible to access the space the night before upon request, depending on the schedule.) The Atchison County Library has final discretion in granting permission to the use of the Resource Center. Any group or person violating these regulations may be denied further use. These guidelines are subject to change by Atchison County Library personnel.

Where applicable for public or educational events, for compliance with the Secretary of State Rule #15 CSR 30-200.015 effective May 30, 2023, "No event or presentation shall be held at the library without an age-appropriate designation affixed to any publication, website or advertisement for such event or presentation."

Checks should be made out to Atchison County Library and should be delivered, along with the signed rental agreement, before the event (can be the day of) to the Tarkio Library. Reservations should be made at least one week before the desired date. Rental agreements and keys can be picked up and returned to the Tarkio Branch. Keys must be returned by 5:00 p.m. on the first weekday following the event. If it is not possible to return the keys during that time, call Carol Riley at 660-744-5832 for other arrangements.

### Rules for Rental:

- Deposit all trash in the cans outside, on the east side of the building
- Return all tables and chairs to their original area or set up
- Do not leave food or perishables in the cabinets or refrigerator
- Food and drinks should be kept in the tiled areas and not on the carpet
- Set thermostat on 60 if the heat is on and 75 if the air conditioner is on
- Return all items to their original cabinet, drawer, etc.
- Clean up floor spills with soap and water only
- If decorating, use sticky tack or command strips on the painted walls instead of tape
- Do not enter unauthorized areas of the Resource Center or Library
- If kitchen items are used, renter must wash them before leaving
- Renters may use basic items (utensils, paper towels, toilet tissue, soap)
- Snow Removal Policy: Snow removal is the renter's responsibility, so plan accordingly before your rental date.
- The janitor's closet is fully stocked with brooms, mops, vacuum, cleaning supplies, etc.

Alcohol and Tobacco products are not allowed inside the Resource Center

### Resource Center Rental Contract

Name/Organization of renter \_\_\_\_\_

Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Event Time: (please include all time needed including set up and clean up) \_\_\_\_\_

Please Check Which Applies to Your Event (If both up and downstairs are needed for rental, an additional \$25 will be added to rental fee)

Upstairs Area

Basement

Kitchen Will be Used

Upstairs and Downstairs (extra \$25)

Type of Event: (bridal shower, board meeting, etc)

\_\_\_\_\_

I have read and understand the rules and regulations regarding the use of the Tarkio Resource Center. I will return the key the first weekday following the event at the arranged place. If any damage occurs while using the facility, a written report of the damage will be made and given to the Atchison County Library Director. The person or persons using the facility are responsible for repairs or replacements. I understand that if rules and regulations are not followed, I or my organization will be denied future use of the Resource Center.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

Please return this page at time of payment

Checks made out to : Atchison County Library

Please arrange retrieval of the cleaning deposit of \$50 with Carol Riley following your event.