



## ALS ROOM RENTAL AGREEMENT

### 1.1 Use Fees

Group	Room Rental (4 hours)	Room and Equipment (4 hours)	Fee For Calls Placed Outside of CMS Network
Alliance Library System or Illinois State Library	No Fee	No Fee	No Fee
ALS Member Libraries	No Fee	\$50	Yes
Government Agencies (i.e. US Tax Department)	\$80	\$120	Yes
Non-profit (non-library organizations, i.e. Red Cross)	\$80	\$120	Yes
For profit organizations (i.e. Sears)	\$120	\$180	Yes

All groups not identified above are subject to full cost recovery\*

Alcoholic beverages, drug use and smoking are prohibited.

Calls placed outside the CMS network include, but are not limited to, line charges and bridging costs.

Each organization assumes full responsibility for any losses or damage, beyond reasonable wear, that might occur to the facility or the equipment. A charge of \$25 will be assessed if additional cleaning is required.

Full payment of charges for use of the room and equipment cost must be received by Alliance Library System within 7 days of confirmation of the program. If cancellation is received 14 days prior to the scheduled date, a refund of the room/equipment charge will be given. If the program is canceled with less than 14 days notice, 50% of the room/equipment charge will be returned.

The meeting cannot disrupt the ability of the system to conduct its business in a normal and orderly manner.

Approval of the use of the facilities is only for specified videoconference/meeting room areas.

Alliance Library System staff will initiate all videoconference connections.

Alliance Library System reserves the right to change or cancel reservations.

Special services, such as a signer required to meet Americans with Disabilities Act (ADA) requirements, are the responsibility of the group renting the facility.

Videoconferencing equipment will be connected to the bridge 30 minutes prior to the scheduled meeting time. Where applicable, groups scheduling the room will be charged for 30 minutes before and after the scheduled meeting time.

### 1.2 Limitation of Alliance Library System Liability

Granting use of the facility does not imply approval by Alliance Library System of the group, the meeting or ideas presented at the meeting. No announcement or promotional materials should state or imply Alliance Library System endorsement or sponsorship of the event or organization. Such promotion should only indicate Alliance Library System as the site or sites of a meeting. Any promotional materials must be sent to Alliance Library System prior to an event.

A group or organization renting the facility must provide the following information before using the facility:

- \* Certificate of liability insurance (minimum \$300,000)
- \* Copy of an endorsement to this policy naming the Alliance Library System as an additional named insured.

Alliance Library System liability, for any disruption/loss of connection or equipment malfunction, is for the facility equipment rental fee only and not any consequential damages.

Alliance Library System assumes no responsibility for hats, coats, or other personal belongings of individuals attending meetings.

### 1.3 Description of Videoconferencing Facilities

The Alliance Library System has videoconferencing and meeting room facilities available for use.

A large multimedia room with  
Classroom style seating for approximately 50  
Maximum theater seating 100

A conference room with  
Classroom style seating for approximately 17

An Atrium area with  
Classroom seating style for 75  
Maximum theater seating for 125  
Total parking stalls: 132

1.4 Hours of Availability

Monday – Friday 9:00 a.m.-4:30 p.m. and other times at the discretion of the Executive Director.

1.5 Equipment Availability in Videoconferencing Facilities

Each facility has dual monitor V-TEL videoconferencing equipment available at 384 speed (the equivalent of 3 ISDN lines or six 56 kps lines).

1.6 Reservation and Application Procedures

Rooms are tentatively booked at the time of request, but no room is confirmed until the Meeting Room, Videoconference and Equipment Rental and Use Application and Agreement has been signed and returned with the fee for the room(s) as applicable. Phone reservations will be held for seven days.

The Meeting Room, Videoconference and Equipment Rental and Use Application and Agreement must be completed and signed by a representative of the requesting organization or group and the total payment for room/equipment use must be received before final confirmation is given.

Completing and signing the Meeting Room, Videoconference and Equipment Rental and Use Application and Agreement acknowledges receipt of Alliance Library System policies and expresses intent to comply with all policies, rules, regulations, and conditions regarding responsible use of the room.

1.7 Signature and Agreement

- I am a: (please check one)
- Government Agency
  - Nor-for-Profit
  - For Profit

I have read, understand and agree to the ALS Room Rental Agreement.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)