

**REHOBOTH BEACH PUBLIC LIBRARY MEETING ROOM  
Reservation Request  
(Please Print or Type)**

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

Name of Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ email address \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Setup Time (in hours): \_\_\_\_\_ Cleanup Time (in hours): \_\_\_\_\_

Type of Program or Purpose \_\_\_\_\_

Attendance: Adults \_\_\_\_\_ Minor Under 18 \_\_\_\_\_

Kitchen Usage Y/N \_\_\_\_\_ Patio Use (Y/N) \_\_\_\_\_

Food & Beverage(Y/N) \_\_\_\_\_ Alcoholic Beverage (Y/N) \_\_\_\_\_

Nonprofit Organization Y/N \_\_\_\_\_ IF yes give IRS ID# \_\_\_\_\_

Please attach copy of your Liability Insurance that indicates the Rehoboth Beach Library as a certificate holder for that date(s).

**APPLICANT ACCOUNTABILITY/RESPONSIBILITY AGREEMENT**

Submission of this request does not constitute a rental agreement.

No reservations are Final until a Rental Agreement is Signed and Countersigned by the Library and Rental Deposits are Paid.

APPLICANT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

Please return application to: Rehoboth Beach Public Library  
226 Rehoboth Avenue  
Rehoboth Beach, DE 19971  
rehobothbeach.library@lib.de.us  
Or FAX to: (302) 227-0597

## Rehoboth Beach Public Library Upstairs Meeting Room Amenities

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Please check amenities you will be using and how many

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### Furniture Included

- Tables
  - (12) 6ft rectangular # \_\_\_\_\_
  - (12) card tables # \_\_\_\_\_
  - (12) 60in round # \_\_\_\_\_
- Chairs
  - (100) metal folding # \_\_\_\_\_
  - (72) padded fabric armless# \_\_\_\_\_

### Kitchen Access (\$50/day)

- Sink
- Warming Station appliances
  - Microwave
  - Stove
  - Oven
- Refrigerator

### Patio (\$100/day)

- 1000 sq. ft. outside patio facing Rehoboth Avenue

### AV equipment (\$30/day)

- Audio/Visual Cart
  - Laptop Computer
  - Projector
  - Speakers
- Blackout Shades
- Ethernet and Electrical Outlets
- Recessed projection screen
- Podium
- Microphone
- Wii gaming console
- Television with DVD capabilities

### After Hours (\$150/day)

- End after normal Library hours

### Cleaning Service (\$70/day)

- Cleaning Service

### Other Included

- Coat rack
- Restrooms/ Men's and Women's with changing tables
- Janitor closet with mop sink
- Non-functioning fireplace

**REHOBOTH BEACH PUBLIC LIBRARY**  
**MEETING ROOM FEE SCHEDULE**

**Upstairs Room Monday – Friday**

\$15/hour for a minimum of 2 hours

\$15/hour for every additional hour

2 hour minimum allows for 30 minutes of set up and 30 minutes of clean up.

**Upstairs Room Weekend (Saturday/Sunday)**

\$30/hour for a minimum of 2 hours

\$30/hour for every additional hour

2 hour minimum allows for 30 minutes of set up and 30 minutes of clean up.

**Kitchen use**

Flat fee of \$50/day

**Outside Patio use**

Flat fee of \$100/day

**Audio/Visual Equipment Fee**

Flat fee of \$30/day

**After Hours Usage Fee**

\$150/day

Covers the cost to secure the facilities for events that end after normal Library hours

**Cleaning Service**

\$70/day

Library schedules library's cleaning service clean room after event.

(Rental party will be responsible to: remove decorations, clear tables and chairs of any substance, break down furniture, and empty kitchen.)

**Security Deposit**

Flat fee of \$150

Covers any expenses incurred to repair damage or for additional cleaning

**Notes:**

- Please consider time set up and clean up and allow for sufficient time when reserving the room
- No fees for Library, Friends of the Library, or Library "adopted" functions
- 50% reduction in Upstairs Room, fees for non-profit philanthropic organizations whose primary purpose is charitable giving
- All rental rate and fees are subject to change without notice