

# **Attachment B**





**Siskiyou County Museum and Siskiyou County Library Rental Agreement  
General Use Rental Regulations**

This Agreement between \_\_\_\_\_  
and the Siskiyou County Library or Siskiyou County Museum (circle one) defines the terms and conditions for the rental of meeting rooms by members of the public.

The following terms and conditions apply to the rental:

1. Rental will be on a first-come, first-served basis. Siskiyou County meetings and activities take priority.
2. All individuals and/or businesses must complete a Room Rental Agreement Form at the time the room is reserved.
3. A deposit of one/half of the room rental fee is required at the time that this Rental Agreement is signed. The remainder of the payment is due 24 hours before the day of rental.
4. Renters are responsible for any damage to the facilities and/or contents and fixtures. Any and all damage must be reported to the Librarian immediately. Room renters will be expected to cover all repairs and replacement of the cost of any damage to the facility itself and or the contents of such.
5. Nothing shall be attached to the walls, ceilings, or any fixtures.
6. The renters shall assume all responsibility for all actions of their guests and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
7. The rental shall not be used for fraudulent purposes.
8. The rental must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
9. Renters are allowed to bring/provide food and beverages during the rental. No alcohol is permitted.
10. Renters shall keep the equipment clean and free from damage from food and drink.
11. Renters and attendees agree to not use other office work areas, staff computers, staff phones, or other areas of the building.
12. It is understood, the County is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during the use of their facility. The renter agrees to release indemnity and hold the County, and its employees harmless of any such damages.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date