



Community Room Use Agreement

1. \$25 must be paid before the start of the meeting for any for-profit meetings or meeting requiring a fee to attend. Non-profit organizations are not required to pay the fee.
2. The meeting must be held during regular library hours and all meeting attendees must leave the library by closing time. Meetings may not be held while the library is closed for holidays.
3. Light refreshments excluding alcoholic beverages may be served. Kitchen facilities are available for convenience. The individual or group must supply all paper goods (napkins, plates, cups, silverware etc) and refreshments.
4. The organization will be responsible for setting up the room according to its own needs and restoring the order of the room after the meeting without disturbing library property.
5. The individual or group is responsible for any damage or accident caused during the meeting.
8. The organization will maintain a noise level appropriate to a library atmosphere.
9. No smoking is permitted in the meeting room or any place in the library.

I have read, and agree to abide by, the terms and conditions listed above.

Signature

Name

Address

Phone