

APPENDIX II

FORM FOR USE OF MEETING ROOM

LIBRARY MEETING ROOM POLICY

The library meeting room is available for gatherings of a civic, cultural, or educational character. Meetings must be without charge. Groups using the room will sign a form stating compliance with library policies for its use and assuming responsibility for any damage to the room or its contents. At the end of the meeting, the room shall be restored to its previous condition and any non-library items removed.

This room is not available for meetings for the benefit of private individuals or commercial concerns, for the presentation of one side of controversial matters, or when, in the judgment of the Director, any disorder may be likely to occur.

ACKNOWLEDGEMENT

I have read and understood these regulations. My organization or group will assume responsibility for any damage to the library meeting room or its contents that may occur during the course of our meeting. I understand that, when refreshments are served, table coverings must be provided. I understand that, at the end of the meeting, the room shall be restored to its previous condition and any non-library items removed. I understand that there will be no use of tobacco products or alcoholic beverages permitted in the library meeting room.

I understand that those persons signing out the key to the library for meetings after hours will be responsible for the cost of a replacement lock and keys if the key is lost or not returned and that, at the end of meetings such as these, the key is to be placed inside the book drop where it cannot be reached by others.

I have been advised that there is a check list attached to one of the kitchenette doors for each group to use at the end of each meeting and that it is our responsibility to make certain the meeting room is left in good order.

Name of Organization or Group

Signed

Librarian

Date