

Booking Date _____

Date of Meeting _____

Time of Meeting _____ AM / PM AM / PM

Date Paid _____ SHRED PICK-UP

Key(date and color) _____

MEETING ROOM RESPONSIBILITY FOR USERS FORM

1. A non-refundable fee of \$50 will be charged as well as a deposit of \$75. Upon the review of the room's cleanliness/orderliness based on the below responsibilities, we will either shred your deposit check or you can pick it up within a week of your event date. However, if damages are found, responsibilities are not met/followed, or the room is not left according to the diagram on the back of this page (also posted in the Meeting Room), your deposit check will be cashed. You may receive a bill in the mail if damages are in excess of the \$75 deposit.
2. Attendance at meetings is limited to 40 people. The rental is for the Meeting Room and Bathrooms only. **If the Lobby is used, you will forfeit your deposit and may receive an additional fine.**
3. The non-refundable fee and deposit must be paid within a week of making the reservation.
4. **No red or grape punch (or anything that will stain, including candles and oils).** If you spill, please clean it up immediately. No strong smelling aromas or foods please.
5. No alcohol or controlled substances may be consumed on the premises. If you are caught, you will be asked to vacate immediately and will no longer have the privilege of renting this room in the future. Smoking is not permitted inside the meeting room or within 5 feet of the door.
6. During open library hours, please keep noise to a minimum.
7. No obscene materials or décor is allowed.
8. No rummage or bake sales are allowed.
9. Children's groups must be supervised by an adult.
10. The person who signs this *Responsibility For Users Form* will be held responsible and receive a bill if the following criteria are not tended to following your meeting.(Please check off items below)
 - Tables and chairs should be placed as you found them; chairs stacked on carts up to 15 high and tables all folded with the exception of 3. (See Diagram above sink)
 - Vacuum the room when you are all finished. (There is a vacuum in the Lobby Janitor's Closet, you will need to use your key to unlock it.)
 - Wipe down countertop and check bathrooms for any mess or unflushed toilets.
 - Trash can should be emptied and carried around to the dumpster at the back of the Library. (DO NOT put trash in Recyclable Bin)
 - Doors Locked - this includes the South East Meeting Room Door and the Main Lobby Doors. (If the Library is closed the Main Lobby Doors are not to be unlocked at any time during your event, with the exception of the handicapped door if needed. However, we do ask that you double check that no one unlocked them.)
 - After completing this check-list, drop the key in the Book Deposit Box outside of the Main Lobby Doors.

Contact Person _____

Phone # _____

Address _____

Event _____

Address of Organization (if different) _____

Phone # (if different) _____ **Number of People Attending** _____

- PLEASE SHRED MY DEPOSIT CHECK IF ROOM IS DETERMINED TO BE CLEAN AND DAMAGE FREE.
- I WILL PICK UP MY DEPOSIT CHECK WITHIN A WEEK OF MY EVENT DATE IF ROOM IS DETERMINED TO BE CLEAN AND DAMAGE FREE.

Signature _____