

Meeting Room Policies



Room Maintenance

- Users will assume the responsibility for the following:
 - Restoring the Meeting Room to the same condition as found prior to the meeting, including but not limited to:
 - Returning tables and chairs to the location as found prior to the meeting.
 - Removing all personal item from the meeting room at the end of the meeting.
 - Removing any and all garbage collected during the meeting.
 - Turn out the lights when leaving the Meeting Room.

Library Key

- If issued a key, return the to:
 - To the librarian if the library is still open
 - the book drop if the library is closed

Compensation

- The person who signs this form is responsible for payment for any library items broken or destroyed during the meeting time.
- The person who signs this form is responsible for payment of any additional janitorial services needed to clean the meeting space or adjacent rooms following the meeting.

Confirmation and signature

The following person has read and agreed to abide by the Meeting Room Policies.

Printed Name

Signature

Date

Library Staff

Form accepted and approved by:

Signed forms
are valid for 1
year from date
signed.