

**C ARROLL COUNTY LIBRARY  
FORM FOR RESERVING LIBRARY MEETING ROOM**

**GROUP OR INDIVIDUAL MAKING REQUEST** \_\_\_\_\_

**DATE (S) REQUESTED** 1. \_\_\_\_\_ TIME STARTING \_\_\_\_\_ ENDING \_\_\_\_\_  
2, \_\_\_\_\_ TIME STARTING \_\_\_\_\_ ENDING \_\_\_\_\_  
3, \_\_\_\_\_ TIME STARTING \_\_\_\_\_ ENDING \_\_\_\_\_

**I. RESPONSIBILITIES OF THE INDIVIDUAL OR GROUP MAKING RESERVATION**

**A. ROOM MAINTENANCE**

1. I (We) will assume the responsibility for the matters listed below:

- a. Restoring the meeting room to the same condition as found prior to the meeting, which includes the following:
- b. Returning tables and chairs to location as found prior to meeting.
- c. Removing all personal items from the meeting room at the end of meeting.
- d. Removing from the premises any garbage collected during the meeting.
- e. Turning out the lights when leaving the meeting room.

**2. Library Key**

- a. Return the key to the librarian if the meeting is completed before the librarian leaves; or
- b. Return the key to a designated location if the librarian has left for the day; or
- c. Return the key to the librarian the following morning.

**B. COMPENSATION**

- a. The person who signs this form is responsible for payment for any library items broken or destroyed during your meeting time. Repayment will be the replacement cost of the item.
- b. The person who signs this form is responsible for payment of any additional janitorial services needed to clean the meeting room following the meeting.

**II. AGREEMENT:** I (We) have read and agree to abide by each of the library guidelines above.

\_\_\_\_\_  
Signature Date

**III. CONFIRMATION**

The meeting room has been reserved and confirmed by the board for the above-named group or person on the following dates: \_\_\_\_\_

Librarian or designee \_\_\_\_\_  
Signature Date