



Community Room Use Application

Name: _____

Date: _____

Address: _____

Phone: _____

ID: _____

ID Type Library Card

Driver's License State ID

Other _____

Email: _____

Date & Time Needed

Date: _____

Time: _____

\$25 fee for Community Room use, refundable *only* with

24 hours cancellation notice

\$_____ non-refundable fee for Community Room use

(with Board permission)

\$25 cleaning deposit, refundable

(on inspection of rooms)

\$10 key deposit for use outside of library hours, refundable

(on return of key)

This is a recurring meeting on (the) ____ _____ day

of the week month

I acknowledge that I am responsible for the clean and intact condition of the room and the public restrooms and the furniture and equipment therein when I leave the library, and the return of the key (if applicable) within 24 hours of end of use (not counting Sunday). The cleaning deposit is forfeit and I shall be charged \$25 per hour after the first hour of time necessary to clean the Community Room and restrooms should the rooms be in unacceptable condition. The key deposit is forfeit if I am unable to return the key. **The Library is not responsible for any loss or damage to persons or belongings during Community Room use.**

Patron Signature

Date

Staff Signature

Date