

ROCKFORD CARNEGIE LIBRARY
162 SOUTH MAIN STREET, ROCKFORD OH 45882

REQUEST FOR BASEMENT MEETING ROOM

As a community service, the library makes its meeting room available for use by community groups and community businesses when the meeting room is not being used by the library.

Use of the meeting room is free of charge.

By signing this "Request for Meeting Room," I have read, understand and agree to the terms of use for this meeting room.

Those terms include:

- 1) Trash will be bagged up and set by the back door if you are using the meeting room for a party.**
- 2) The meeting room will be returned to order after your meeting or party.**
- 3) There will be no alcoholic beverages permitted in the library.**
- 4) No smoking is permitted in the library or on library grounds.**
- 5) Children under the age of 18 will be properly supervised at all times.**
- 6) Any damages to the meeting room or its furnishings will be paid for by the party signing the room use agreement.**
- 7) The signer for the meeting room attests that he/she carries sufficient liability coverage and accepts any and all responsibility for damages and/or injuries sustained by persons or property due to negligence during use of the meeting room.**

Name _____

Address _____

Phone: _____ Email: _____

(if for an organization) Name of Organization: _____

Event Date Requested (list day and date): _____

Event Beginning Time: _____ a.m./p.m. **Event Ending Time** _____ a.m./p.m.

_____(Free) Non-Profit Organization ____(\$25) Social ____(\$50) For-profit parties/activities Paid _____

Applicant's Printed Name: _____

Signature: _____ Date: _____

Which key was given: _____

Name of Library Employee Issuing Key: _____

(Mark paid & key description on the event calendar)

Key returned on: _____ Library Employee's Initials: _____

___Approved ___Disapproved (list reason) _____