

**ULYSSES PHILOMATHIC LIBRARY
MELVIN COMMUNITY MEETING ROOM PUBLIC USE AGREEMENT**

Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used.

Alcoholic beverages are not allowed.

The library does not supply utensils, dishes or paper products.

The meeting room and kitchen must be left clean and in the same set-up as found.

All waste and recyclables must be removed from library premises.

Smoking is not allowed in the library nor on library grounds.

The library building is to be kept locked at all times when the library is closed.

When a group is using the meeting room after library hours, the person signing the agreement will be held responsible for:

- getting a key for the exterior entrance not more than 24 hours prior to the meeting
- making sure light and exhaust fan switches are off, and doors and windows are securely shut and locked in the meeting room once the group has vacated
- making sure that the meeting room and exterior doors to the library are securely shut and locked once the group has vacated
- returning the key in the library book drop immediately following the meeting
- all losses incurred by the library as a result of leaving the building unlocked
- assuring that the aforementioned rules are adhered to by the group
- any physical damage to library property associated with the group's use

Signing of this form constitutes an agreement by the undersigned to adhere to the rules of the Melvin Community Meeting Room Use Policy

and Melvin Community Meeting Room Use Agreement, and to ensure that no member of the group violates the rules set forth.

Group Name _____

Responsible Party (print) _____

Signature _____ Date _____

Address _____

Phone _____ Email _____

Received by _____ *Date* _____

First approved as amended by Board of Trustees 04/15/03

Approved as amended by Board of Trustees 06/17/14

Last reviewed by Policy Committee 04/26/16