

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

Thank you for your interest in booking the Melvin Community Meeting Room for your meeting or event. Completing this form constitutes an agreement that the signer and their group will follow the guidelines of the Meeting Room Public Use Policy.

**Please initial each statement:**

\_\_\_\_\_ My meeting or event is in compliance with the Meeting Room Public Use Policy.

\_\_\_\_\_ I agree to return the Melvin Room to the same state in which I found it (chairs, tables, etc.).

\_\_\_\_\_ I agree to clean the Melvin Room after my event, including wiping down tables and vacuuming the floor (cleaning supplies are located in the custodial closet off of the kitchen), if needed.

\_\_\_\_\_ I agree to remove waste and recyclables if more is generated than the provided receptacles can hold.

\_\_\_\_\_ I understand that no smoking or vaping of any kind is allowed within the library or on library grounds.

\_\_\_\_\_ I agree to check that lights are off, windows closed, and doors locked behind me after my event.

\_\_\_\_\_ I understand that failure to comply with this agreement may result in loss of meeting room access.

**Groups are welcome to consume food and beverages during their event! Please initial each statement:**

\_\_\_\_\_ I agree to provide advance notice to the library if food-catering services will be used.

\_\_\_\_\_ I agree that no alcoholic beverages will be consumed.

\_\_\_\_\_ I understand that the library does not guarantee the supply of certain utensils or dishes, but that I am welcome to use what is available in the kitchen.

\_\_\_\_\_ I understand that food items within the kitchen cupboards are for library programming only.

\_\_\_\_\_ I agree to clean all used kitchen items and tidy the kitchen after use.

\_\_\_\_\_ I agree to remove all of my group's unused food items from the kitchen and refrigerator.

**After-hours use of the meeting room has special requirements. Please initial each statement:**

\_\_\_\_\_ I will check out a key for the exterior entrance not more than 24 hours prior to the event, during library open hours.

\_\_\_\_\_ I will return the key in the library book drop immediately following the meeting.

\_\_\_\_\_ I understand that I may be held responsible for any loss or damage to the library as a result of leaving the building unlocked.

**Please fill out this information about your event and/or group:**

Group Name \_\_\_\_\_

Responsible Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Will your event be publicized and open to the public?    YES    or    NO    (circle one)

- If yes, please provide the library with a copy of your flyer so we can correctly answer patron questions about your event.
- If you use social media to publicize your event, please try to “tag” the library so we can get notifications about your event.

\_\_\_\_\_  
*Signature of responsible person*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Received by*

\_\_\_\_\_  
*Date*

Please turn in this form upon booking the Melvin Room, in person or via email to [director@trumansburglibrary.org](mailto:director@trumansburglibrary.org). For recurring events or meetings, you need only fill out the form once.