RESPONSIBILITIES BEFORE LEAVING THE MEETING ROOM

1. Clean kitchen area and wipe down tables. Cleaning supplies will be provided.

2. Vacuum floor.

3. Take home all garbage.

4. Turn off all lights and flush toilets.

5. Return room to original arrangement as shown on wall map.

6. Lock outside door when leaving.

7. Drop off key in the library book return located in the alley.

If any items are missing upon arrival or you have any problems, please contact the library staff immediately. If the library is closed please call Paula James at 993-3170 and leave a message.

Thank you.
MEETING ROOM REQUEST FORM
(Please print or type)

ROOM__________

Name of group: ________________________________________________

Date of Meeting: _______________________________________________

Meeting begins (Time): ________________Meeting ends (Time):_______________

Size of group (approximate):______________

Purpose of the meeting: _________________________________________

Food served: Yes_______________ No________________

Person responsible: _____________________________________________

Address: ___________________________

City_________________ State______ Zip________________

Phone number: _____________________________

The person who signs this request form is responsible for problems or costs resulting from the specified use.

I have received and read a copy of the Meeting Room Policy and agree to follow it.

Signature: ________________________________ Date: _____________

Approved by: ______________________________

Date deposit returned___________________