

Stirling-Rawdon Public Library Meeting Room Rental Agreement Form

Today's Date _____

Organization Name _____ Phone _____

Not for Profit? _____

Contact Name _____

Meeting Date Requested _____

Nature of Meeting _____

Meeting Time Requested _____ to _____

Rental Charge

For Profit: \$35.00

Not for Profit: FREE

Stirling-Rawdon Public Library Meeting Room/Library Facility Use Policy #OP294/10D

Any group using the meeting room/facility will be subject to the following conditions:

- i. The Library is a smoke-free facility. No smoking is permitted within the Library. No candles or other items that may constitute a fire hazard will be permitted.
- ii. An application form must be completed by the group using the facility prior to the use of the room.
- iii. The facility must be left in the condition as found prior to the rental or use of

If the room/facility is damaged by the group, the person responsible for the group will be responsible for payment of any repairs of damages done.

Displays and Bulletin Boards: One role of the Library is to serve as an access point for current information on community organizations, issues, services, as well as activities.

Notices and posters are permitted to be displayed on the community bulletin board as space is available. Staff are to be notified before the posting of these items.

The Board and Library does not necessarily endorse or support the aims and objectives of the groups that may use the Library, or items that are posted on the bulletin board. Except for sales or fundraising events which are co-sponsored by the Library, or are in accordance with Programming Policy #OP0927K item 4 part (e), no sales are permitted within the Library. No soliciting is permitted within the Library

I have completely read and fully understand the policies and rules pertaining to the use of the Stirling-Rawdon Public Library meeting room. I agree to be responsible for complying with them.

Signature _____

Date _____