

ARCHBOLD COMMUNITY LIBRARY

**APPLICATION FOR USE OF COMMUNITY ROOM
NON-PROFIT ORGANIZATION**

NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ ZIP: _____

ORGANIZATION/EVENT: _____

DATE OF MEETING: _____

TIME OF MEETING: _____ TO _____ NUMBER OF PERSONS: _____

CHECK TO RESERVE:

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> KITCHEN | <input type="checkbox"/> COFFEE MAKER | <input type="checkbox"/> OVERHEAD PROJECTOR |
| <input type="checkbox"/> TABLES | <input type="checkbox"/> TV/VCR | <input type="checkbox"/> LECTERN |
| <input type="checkbox"/> CHAIRS | <input type="checkbox"/> SLIDE PROJECTOR | <input type="checkbox"/> INTERNET ACCESS |

1. The meeting room must be vacated by 12:00 midnight.
2. Only light refreshments may be served. Potlucks or meals are not allowed. Groups must supply all needed items except the coffee maker. A \$20.00 deposit is required if refreshments will be served. **RED PUNCH MAY NOT BE SERVED.**
3. **The applicant is responsible to see that the room is left clean, all furniture and equipment returned to its original set-up (see diagram in store room), and all appropriate doors locked and lights turned off. The applicant also agrees that an additional fee may be charged if the group's use of the room results in the need for repair to library furnishings or equipment or if cleaning is required from a professional carpet cleaner. If food or drink has been served, deposit trash bags in the parking lot dumpster and place new trash bag in wastebasket. When food is left in wastebaskets overnight, we do have an ant problem in the morning, so we appreciate your efforts to help prevent this. Trash bags and a vacuum cleaner are stored in the janitor's closet.**
4. Use of any tobacco or alcoholic product is prohibited on all library property.

By signing this application, I agree to be the person responsible to see that the above stated rules are abided by and understand that failure to comply may jeopardize the group's ability to use the room in the future.

Signed: _____ Date: _____

Application approved by: _____ Date: _____

If this box is checked, please stop in the library to pickup a key for the community room several days before your scheduled meeting.

Key given: _____ Key Returned: _____ \$20.00 Deposit: _____ Deposit Returned: _____

Applicant Acknowledges Return of Deposit: _____