

Community Room Use Agreement

Hepburn Library of Madrid

Adopted by the Madrid Library Board of Trustees July 13, 2017 .

The person signing this contract will be held personally responsible for any damages occurring during the use of the room by the group or organization.

I would like to reserve the Community Meeting Room for:

Group: _____

Date: _____

Start time: _____

End time: _____

Approx. number of people: _____

I, _____, hereby enter into this contract with the Hepburn Library of Madrid for the use of the Community Meeting Room, having fully read and understood all rules and regulations governing the use of the facility. By signing this, I acknowledge that I received a copy of the Community Meeting Room Policy and checkout sheet.

I understand that my group/organization's reservations is not final until the Library approves the application.

I further understand that I will be held financially responsible for any damages made to facilities, appliances, furniture, and equipment to include the cost of repairing any damage to Library furnishings caused by the use of pens, paints, crayons, dyes, markers or other materials.

I further understand that I will be held responsible for the behavior of the group/organization's membership and its guests. I understand that the Board of Trustees may cancel our use of the facility if my group or I, do not comply with the user agreement and Community Meeting Room Policy.

I will report any accidents or injuries incurred by a member of my group during the use of the Community Meeting Room to the Library staff as early as possible the next Library business day.

If a key is lost, the person signing this form will be charged a fee of \$25.00 to cover replacement fees.

Contact phone #: _____ 2nd Contact #: _____

Address: _____

Signature

Date

**HEPBURN LIBRARY OF MADRID
COMMUNITY MEETING ROOM
KEY SIGN OUT**

I, _____, have received key number _____ on _____ .
(date)

I agree to return the key when I/my group is done using the Community Meeting Room. Those who use the Community Meeting Room are also **responsible for obtaining the key, securing the facility after use including locking windows and doors, and returning the key to the Library within 24 hours after use.** To return the key, fill out the Checkout sheet and place it and the key into the provided envelope. The envelope can then be put in the blue book drop at the front of the library or returned to a staff member during library operating hours.

Anticipated key return Date: _____

Person Responsible for key - Signature: _____

Library Board Authorized Person: _____ DATE: _____

LIBRARY USE ONLY- DO NOT WRITE BELOW THIS LINE

Donation amount: \$ _____ Circle one: Check Cash

Date key returned: _____

Staff Signature: _____

**CHECKOUT SHEET
COMMUNITY ROOM
HEPBURN LIBRARY OF MADRID**

Group/Individual using facility:_____

Date(s) used:_____

Approx. Time:_____ to:_____

Approximate number attending:_____Key #:_____

Please place a checkmark before each item you have completed. If the item does not apply to your use of this facility, place N/A in front of the item. Please note any problems or unusual circumstances such as items out of order or broken. Return this sheet when you return the key. Thank-you.

- _____ Floors swept (Kitchen, Main hall, Bathrooms)
- _____ Garbage and trash removed
- _____ Bathrooms left neat and clean
- _____ Floors mopped if necessary
- _____ All décor removed and residue/ tape removed
- _____ Table and chairs returned to proper place
- _____ Stove left clean and turned off
- _____ Dishes washed, dried and placed in appropriate places
- _____ Counters wiped off and left neat
- _____ Kitchen sink left clean
- _____ No items left in refrigerator
- _____ Furniture returned to original arrangement
- _____ Thermostat set to 60 degrees when leaving
- _____ Lock emergency exit if used
- _____ Windows closed and locked
- _____ Lights turned off in kitchen, both bathrooms, hallway and main room
- _____ Doors locked, if used outside of library hours (check both doors after locking please)

In an effort to avoid additional fees for using the Community Room in the future, you agree that the Community Room has been returned to its original state.

Please sign here:_____