

AGREEMENT FOR COMMUNITY ROOM

We agree to pay \$40 per day rental fee. We will make a separate \$40 clean-up deposit, refundable if cleaning is completed as described. We are responsible for setting up, taking down and cleaning of all tables and chairs used.

We agree:

- To serve only light refreshments
- No cooking or warming of food is allowed i.e. crockpots, chafing dishes, etc.
- No alcoholic beverages or smoking
- No overnight functions
- Not to use tape or tacks on the walls
- Not to hang items from the ceiling
- No glitter or confetti

Due to unusual plumbing in the basement, the restroom stools will immediately malfunction if anything other than toilet tissue is placed in them. The library has posted signs in each restroom. We are aware of this and will inform our users.

We will return keys and clean up list in the book drop or front desk of library immediately after vacating the community room. In case of emergency, we will contact library staff. After hours we can call Pam Parton at (660) 663-5381 or Allison Spidle at (660) 605-0470.

Date of Event _____

Approximate Time, if known _____

Rental Check # _____ Amount \$ _____

Deposit Check # _____ Amount \$ _____

Equipment Needed _____

Signature _____

Telephone _____

01/18

Refund Date & Amount _____