

Tunbridge Public Library Community Room Use Policy

***“A welcoming space for the community to connect and interact”***

The Tunbridge Public Library Community Room may be reserved by Tunbridge based non-profit organizations and residents, on a first-come first-served basis for informational, educational, cultural and recreational meetings and programs. Out of town groups and individuals are welcome to reserve the room at the discretion of the librarian/trustees. All events shall be free of charge and open to the public.

Donations to help with utilities are always welcome!

**Conditions of Use**

* The undersigned agrees to accept responsibility for any damage that may occur to the building and/or its contents beyond normal wear. The undersigned further agrees to be responsible for any personal injury that may result.
* The room must be cleaned and left in the same condition as it was prior to the event
* Children must be supervised at all times.
* Tobacco use is not permitted. Alcohol use is permitted by purchasing an insurance rider.
* Groups who use the room on a regularly scheduled basis may reserve the room up to 3 months in advance.
* The Library reserves the right to cancel any prescheduled use of the room due to unforeseen circumstances.
* Sale of materials related to a program is acceptable with pre-approval by the Library, however programs shall not focus on the sale of products or services.
* After regular Library hours access to the collection is off-limits.
* Checklist must be completed to claim refund of security deposit.
* There is a security deposit of $30, due when reserved, which will be refunded when the key is returned and the checklist is completed.
* The Library requests notification as soon as possible if a reservation is cancelled.
* Please make arrangements at the Library to pick up the key (See Below.)
* Groups must provide their own AV equipment and personnel.
* Maximum occupancy: 35

***Complete below to reserve the Community Room***

Date and Time Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agree that I will abide by the policy and conditions of the Community Room.

I plan to pick up the key on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ am / pm

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scheduled and Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_