

**North Valley Public Library
COMMUNITY ROOM USE AGREEMENT**

I have read and understand the rules and responsibilities for the use of the North Valley Public Library conference room as stated in the Meeting Room Policy. We agree to abide by all conditions as stated and insure that appropriate procedures are followed in securing the building if end time is after Library closing.

*The Community Room will be vacated no later than our assigned end time. If our end time is after Library closing, the contact person will be responsible for insuring the Library is secured.

*I understand that there is no guarantee of usage of this facility. Use will be denied if any abuse of policy or procedure occurs. If the Library needs use of the room at a time we have scheduled, we will make other arrangements.

****We will notify the Library immediately if our group will not be meeting as scheduled or lose our use privileges.***

*We will update the name and phone number of our contact person as needed.

*The North Valley Public Library or staff will not be held liable for any damage, loss or bodily injury occurring to property or persons attending our meeting. We understand that the group will be held liable for any damage to or loss of Library property occurring in conjunction with our meeting.

*I understand that if my program is after hours, or on a day that the library is closed, I must come to the library during regular business hours to sign out a key. *Library staff will not be available to let me into the meeting room if I forget to pick up the key in advance.*

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GROUP NAME: _____

Dates: _____

Estimated number of people attending: _____

Meeting start time: _____ **End time:** _____

CONTACT PERSON:

Printed Name: _____

Home phone: _____ **Cell/Work phone:** _____

Address: _____ **City & Zip** _____

Signature: _____ **Date:** _____