

Meeting Room Use Agreement

Potsdam Public Library

Adopted by the Potsdam Public Library Board of Trustees

November 12, 2008

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 meeting room for:

Group: _____

Purpose: _____

Date: _____

Start Time: _____

End Time: _____

Approx. Number of people: _____

I, _____, hereby enter in to this contract with the Potsdam Public Library for the use of the meeting room having fully read and understood all rules and regulations governing the use of the facility.

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 the facilities, appliances, furniture, and equipment including 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 I or my group do not comply with the user agreement, and the Guidelines for Meeting Room Use.

Signature

Date

Approved by: _____

Director

Address _____

Telephone _____

Date _____