

*Name _____

Group needing room _____

*Date Needed _____

*Time Needed _____

Terms/Conditions

A meeting room is available in the Tri-County Library primarily to support library programs and functions which further the goals of the library. When not being used by the library, the room is available to established groups. In accordance with American Library Association's Library Bill of Rights and its interpretations pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

Use of the room does not imply endorsement, support, or co-sponsorship by the Tri-County Library of the activities that take place in the room, or of the beliefs of the group using the room. Groups or individuals using the room may not imply that the event or program is sponsored, co-sponsored or endorsed by the library in any advertising or publicity.

Except for library and related programs, groups may not normally use the meeting room more than once a month. Limited series of weekly or daily meeting may be scheduled at the discretion of the library director. The meeting room may be reserved up to 90 days in advance.

Non-profit groups are asked to make a donation to the library for the use of the room.

Other groups pay \$50 per day due one week in advance of the meeting.

An additional \$50 deposit is required which will be refunded when the room is left in a clean and useable condition. Meeting room is considered clean if all trash has been removed and furnishings are returned to their original places. There will be no exceptions to the \$50 deposit.

There will be no alcoholic beverages served or consumed on the premises of the library and smoking is not permitted in library.

After locking door, the key should be put in the book drop. If the key is kept for an additional day, rent will be charged for the second day.

Agree to Terms/Conditions