

MAROA PUBLIC LIBRARY DISTRICT RULES FOR THE USE OF COMMUNITY ROOM

The Maroa Public Library District provides the use of its Community Room for library related cultural, civic and educational purposes. Permission to use the library facilities does not constitute an endorsement by the library of the group's policies or beliefs.

1. Library programming has priority.
2. Facilities will be reserved on a first come, first served basis. There is no fee for district library card holders, however a \$30 donation to the library is suggested. Reservations must be made by patrons 21 years of age or over. The library should be notified immediately of a cancellation.
3. Reservations will be allowed up to eight weeks in advance. Groups must not exceed 30 people for the Community Room. Keys may be picked up, up to 3-days in advance and should be deposited in a book drop after the event.
4. No rummage sales or events involving vendors or monetary transactions.
5. Food and refreshments (other than alcohol) may be served in the Community Room. Library facilities must be left in a clean and orderly condition. Rags, broom, cleaning solutions, and any other items left out for cleaning purposes may be used to aide in cleanup. Please refrain from using additional paper products stored inside cabinets intended for library functions. This area will be checked for cleanliness and/or damage: countertops, floors, tables, chairs, carpeting, appliances, and equipment. All trash must be placed in the trash containers that are provided. Building is not to be left unattended. Closing time is 11:00 p.m.
6. The use of drugs are prohibited in the Maroa Public Library and on the grounds.
7. Alcohol may not be used on the premises.
8. Per Illinois law smoking/vaping is only permitted 15 feet or more away from the building.
9. Users will assume legal responsibility for the cost of repair or replacement of damaged property and the cost of any special cleaning, should this be necessary. No objects shall be nailed or directly fastened to any part of the building.
10. The library will not be responsible for any property or equipment left in the building by users.
11. The library director is authorized to deny permission to use the library facilities.

Community Room Reservation Application

Key# _____ Patron Name: _____ Phone#: _____

Library Card Number: _____

Organization Name (If Applicable): _____

Private Party -

Non-Profit Event -

Reservation Date: _____ Start Time: _____ End Time: _____

I have read and understand the rules for Community Room use (Attached). I also declare that I/the organization agrees to return the library facilities used to a clean and orderly condition at the end of the activity and to pay the cost for repair of damage to the library property incurred in connection with this meeting.

I also understand that by signing this agreement it is my responsibility to place the library key in the night drop box upon leaving building on said date.

Date of application: _____ Signature of applicant: _____