

RULES FOR PUBLIC USE OF MEETING ROOMS

HOW TO RESERVE THE MEETING ROOM

1. Rental fees are \$20.00 per hour, plus a \$40.00 cleaning deposit, refundable upon request. Set-up and cleaning are to be completed within the rental period.
2. An adult member or sponsor of the organization reserving the room will be required to read and sign a copy of the application form. The deposit must be paid and application form signed in order to confirm the reservation.
3. A room may be reserved no more than three months in advance of the planned meeting. Reservations will be accepted during normal hours of Library operation.

CONDITIONS FOR USE

1. The Library will not provide personnel to assist in the preparation for the program. All chairs and tables must be set up by members of the group using the room and be returned to the storage area upon conclusion of the meeting. Other than trash bags and a vacuum, no other cleaning supplies will be provided by the Library.
2. No cooking will be done on the premises. Light refreshments, covered dishes, and catered meals are allowed, provided all leftover food is removed after the meeting. No alcoholic beverages may be served. Red liquids are discouraged given that any spills will result in additional cleaning charges.
3. Children attending functions are to remain under the supervision of their parents or an adult member of the group. Disruptive behavior of children in areas outside the meeting room will result in the forfeiture of the deposit.
4. Clovis-Carver Public Library is not responsible for articles lost, stolen, or damaged, or for personal injuries sustained on the premises.
5. The meeting room shall be left in the same condition in which it was found. In case of damages in excess of the deposit, the actual cost of replacement or repair will be charged to the person whose signature appears on the application form.
6. Private commercial enterprises will not advertise or promote products or services. The sale of any items will not be permitted on the premises, except those approved in advance that are incidental to the educational or cultural purpose of the organization. Registrations fees should be collected in advance.
7. Smoking or open flames are not permitted anywhere in the building.