



6064 SOUTH MAIN STREET
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Meeting Room User Agreement

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 Name: _____

Date: _____

Start Time: _____

End Time: _____

Approx. number of people: _____

I, _____, hereby enter into this contract with the Annie Porter Ainsworth Memorial Library for the use of the meeting room having read and understood all the rules and regulations governing the use of the facility.

I understand that my group/organization's reservation 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 the cost of repairing any damage to Library furnishings caused by the use of pens, paints, crayons, dues, 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 does not comply with the user agreement and the Guidelines for Meeting Room Use.

Signature

Date

Approved 2/6/14.