

ADDENDUM D: USE OF THE LIBRARY MEETING ROOM

Use of the Library Meeting Room

General Information

1. Use of the Library Meeting Room is left to the discretion of the Library Trustees.
2. Organizations agreeing to the Rules for Use, as indicated below, are welcome to meet in this room as scheduled.
3. Use of the meeting room is subject to change for library purposes.

Reserving the Meeting Room

1. A Hollis resident may reserve the meeting room in advance by scheduling such use through a Library staff member and signing this form. The person signing the form agrees to the Rules for Use indicated below.

Rules for Use

2. All meetings are open to the public and free of charge.
3. The meeting room may be reserved for one meeting/event a month, up to 3 months at a time.
4. The group using the meeting room may NOT receive payment as a result of such use.
5. The group using the meeting room must be a non-profit entity.
6. The maximum occupancy of the meeting room is 40 people.
7. The person who reserves the meeting room is responsible for leaving the meeting room in the condition it is found at the time of meeting.
8. Materials that advocate or solicit consideration of a product or candidate may not be used.
9. Youth groups under 18 years of age must provide the library with contact information for a responsible party over the age of 18.
10. The Library is not responsible for articles left unattended.
11. Smoking and alcoholic beverages are NOT allowed in the Library.

Today's Date: _____

Name of Organization: _____

Date & Time of Meeting: _____

Expected Number Attending: _____

Name of Person Reserving Room: _____

Phone Number: _____

Signature of Person Reserving Room: _____

Signature of Library Staff Member: _____