

Building Use: Multipurpose Room Use Agreement

The Multipurpose room of the Booth and Dimock Memorial Library may be used by local non-profit groups for educational, civic and or cultural meetings during business hours and by prior arrangement with library staff. Except for Library and Library-related programs, these groups may not use the room for regularly scheduled meetings. No selling, solicitation, or taking of orders may occur without the written permission from the Library Director.

Refreshments may be served in the room, but a \$25.00 cleaning deposit may be charged. There are no kitchen facilities available.

The Library will try to schedule its own events enough in advance to avoid conflict, but in all cases, library events have priority over other events.

If the Multipurpose Room is in use, a small group may plan to use one of the front rooms for a meeting, provided they are not disruptive to normal library functions. Refreshments may not be served.

The Library reserves the right to refuse to allow a group to continue to use the Multipurpose Room if their use in the past did not conform to the above policy.

For the Booth & Dimock Library

Date

For the Client

Date

Rental Date and Time