

SHERMAN PUBLIC LIBRARY
MEETING ROOM POLICY

PUBLIC USE OF MEETING ROOM AGREEMENT

Name of Group _____
Representative _____
Address _____ Phone _____
Day & Date of Reservation _____
Beginning & Ending Times _____
Standing Reservation (6 Months) _____ One-Time Use _____
Proposed Activity _____ **Expected Attendance** _____
(Not to exceed 30 people)

This agreement is executed between the representative of the group named above and the Sherman Public Library District for the use of the Library's meeting room at 2100 E. Andrew Road, Sherman, IL.

In signing this agreement, the representative of the group acknowledges that he/she has received and agreed to the stipulations set forth in the Library's Meeting Room Policy.

This agreement will be effective for only the dates and times specified above and for six months only in the case of standing reservations. This agreement is renewable by mutual agreement, and may be cancelled by either party at any time for any reason upon 7 days written notice.

The Sherman Public Library District has the following equipment available for use. Set-up is the responsibility of the group. All library-owned equipment must be returned to its original position.

30 Chairs 7 Tables TV & VCR ___ Microwave Oven_
Small Fridge ___ Coffee Pot ___

Will refreshments be served? _____ Yes _____ No

Group is responsible for cleanup.

COST \$15.00 Refundable if room is clean and there is no damage.

Out of District \$25 plus \$15 cleaning cost

PAID _____ **DATE** _____

Signature of Applicant

Library Staff Signature

