

CARTHAGE FREE LIBRARY
COMMUNITY ROOM USE 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 community room for:

Date of Use _____

Program Time _____ to _____

Organization or Group Name _____

Contact Person _____ Phone Number _____

Approximate number of people _____

I, _____, hereby enter into this contract with the Carthage Free Library for the use of the community room having fully read and understood all 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 cost of repairing any damages to library furnishings caused by the use of pens, paints, crayons, dyes, 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 do not comply with the user agreement and the guidelines for Community Room use.

Signature _____ Date _____

Free _____ \$40 (up to 4 hours) _____ \$80 (up to 8 hours) _____ Date Paid _____