MEETING ROOM AGREEMENT

Name of Organization: ________________________________________________________________

Contact Person: ________________________________________________________________

Date(s) of Event: _______________________ Time: _______________________

Address of Organization: ____________________________________________________________

Email: ____________________________ Phone: ____________________________

Library Equipment/Assistance Requested: ____________________________________________

By signing the Meeting Room Agreement, you agree to:

1. Leave parking spots and entrances clear and easily accessible to all library patrons.
2. Set up and clean up before and after event.
3. Clean up any spills, sweep or vacuum, and take any trash out to the library waste bin.
4. Leave the room/space as you found it upon arrival.

_The fact that a group uses the library meeting room does not in any way constitute an endorsement of the groups’ policies or belies by Stevens Memorial Community Library._

Inquiries may be directed to:

Felicia Cecere, Library Director at 585-591-2733 or fcecere@owwl.org

I, as the contact person listed above, agree to adhere to the Stevens Memorial Community Library Meeting Room Policy and the requirements in the Meeting Room Agreement.

__________________________________________________________________________

Signature                                      Date

__________________________________________________________________________

Staff Initials

Adopted by the SMCL Board of Trustees August 9th, 2021