



GUIDELINES FOR USE OF THE ART/CULTURAL & COMMUNITY ROOM AT THE AU GRES COMMUNITY LIBRARY

It is the intention of the City of Au Gres to allow community members the use of the Au Gres Library Community Room under the following conditions:

All user groups must agree to the following conditions:

1. The City of Au Gres reserves the right to refuse any group the use of the facility.
2. There will be no more than 40 people in the Community Room at one time.
3. Renters wishing to provide refreshments are responsible for providing their own refreshments, plates, cups, cleaning supplies, and trash bags. There is no refrigeration. There is a minimum of food preparation allowed; no more than the microwave and two other electrical appliances are to be used at one time.
4. All groups will be held responsible for damage to the building, furniture and equipment beyond normal wear. You are responsible for cleaning the Community Room and restrooms so that they are in the same condition as when you arrived.
5. You are responsible for removing your own trash.
6. Children are to be kept under adult supervision at all times in the Community Room.
7. There will be no alcoholic beverages (during library hours) tobacco, confetti or glitter used in the building. Smoking is not permitted inside the building.
8. Advance reservations can be only made for the current calendar month and the following two calendar months. Reservations cannot be accepted until full payment is made to the City of Au Gres.
9. Rent for the Community Room is \$35 per event.
10. Reservations must be made by a responsible adult who will accept liability for the rental group and who is present during the time reserved. Group activities must take place in the community room – no loitering in the library area during the event.

I HAVE READ & AGREE TO ALL THE ABOVE TERMS AND CONDITIONS

Dated: _____ Signature _____

Address: _____ Phone: _____

Date of Event: _____ Type Event: _____

Time of Event: _____