

Friends Room Reservation Form

Application for use of the Friends Room:

Name of group or organization

Press notices planned? _____

Name of individual filing application

Address

Home Telephone Number

Business Telephone Number

There is a \$10.00 per day overdue charge if the Friends Room key is not returned in a timely manner.

Note: The library does not handle telephone calls or messages for Patrons.

The thermostat in the Friends Room is set at the most energy efficient level and locked. An organization that wishes to change the thermostat setting may do so by paying \$35.00 to cover the additional energy usage and costs involved in having the thermostat unlocked and later restored to standard settings and relocked.

I have noted the conditions for use of the room and accept the responsibility for seeing that they are complied with.

Signature

Date needed

Hour beginning

Hour ended

Will Make Use of Kitchen

Yes

No

Fill in below if reservation is for a series of meetings

Dates (list each below)

Hour beginning

Hour ending

Friends Meeting Room:

The policy for the Friends of the Henry County Library meeting room is as follows:

1. Library sponsored activities are given priority in scheduling the use of the room.
2. The name or address of the library can not be used as the official address of any user organization.
3. The Friends room is available by reservation to groups from Henry County whose purposes are civic, cultural, or educational in nature for no fee if only light refreshment is offered and is handled by members of the groups. The fee is \$35.00 if the kitchen and dinner service are used. The Friends room is available to non Henry County groups and commercial groups for a fee of \$50.00, or \$85.00 if the kitchen and dinner service are also used.
4. Reservations for using the meeting room are made at the reference desk and must include the name of the organization, time period desired, and the name and telephone number of the person responsible.
5. Capacity for the room is 50. An attendance form MUST be filled out and left at the Reference Desk or after hours returned with the key in the overnight book drop on the north side of the building.
6. The person signing the reservation form is to be responsible for checking the bathroom to determine that all are empty and flushed, all trash is placed in the dumpster and all furniture is returned to its normal positions. The key is to be returned to the Reference Desk if the library is open or after hours returned with the attendance form in the overnight book drop on the north side of the building. At that time the staff should be notified of any damage to the building or contents. There will be an overdue charge of \$10.00 per day for each day the key is not returned.
7. The person signing the reservation form is responsible for any damage to the room or contents. All spills must be taken care of immediately.
8. Nothing is to be attached to the walls or ceiling, only to the tack strip.
9. Children's groups may use the Friends room provided they are supervised by at least one adult for every ten (10) children.
10. Group activities involving more than normal wear and tear on the Friends room are permitted only if the user provides floor and table protectors and is willing to be financially responsible for any damage.
11. Smoking, hard liquor, or beer will not be allowed in the building at any time.
12. The director is authorized to deny permission to use the Friends room to any group that is disorderly, objectionable in any way, or violates these regulations.
13. Any regularly scheduled meeting may not book the room for more than six (6) consecutive months and may be renewed at the end of 5 months.
14. Storage facilities will not be provided to any organization.
15. The thermostat is set at the most energy efficient level and locked. An organization that wishes to change the thermostat setting may do so by paying \$35.00 to cover the additional energy usage and costs involved in having the thermostat unlocked and later restored to standard settings and relocked.
16. The library will not provide paper products: paper towels, napkins, etc for any group.
17. The Henry County Library name cannot be used in any advertisement without consent of the director.