

**PIERCETON & WASHINGTON TOWNSHIP PUBLIC LIBRARY  
COMMUNITY ROOM RESERVATION FORM**

**NAME:**\_\_\_\_\_

**ADDRESS:**\_\_\_\_\_

**PHONE:**\_\_\_\_\_

**DATE TO RESERVE:**\_\_\_\_\_

**DATE TO PICK UP KEY:**\_\_\_\_\_

**SIGNATURE\*:**\_\_\_\_\_

**LIBRARY STAFF SIGNATURE\*:**\_\_\_\_\_

**\*By signing above I acknowledge that the \$50 deposit has been paid and a list of rules and regulations has been received. I understand that if rules are not followed, I may not be eligible to receive my deposit back and could lose the right to reserve the room in the future. I also understand that use of the key is my responsibility; if the key is lost I may be responsible for replacing the locks.**

**Our library is pleased to be able to offer our community room to our patrons for a refundable deposit of \$50.00. Due to rising costs, however, and to enable us to continue offering our facility, we are asking each person who rents our room to make a donation of one or more of the following items either before or after use:**

- |   |   |
|---|---|
| <b>1. Paper towels</b>                                  | <b>9. Ziploc bags</b>                     |
| <b>2. Toilet paper</b>                                  | <b>10. Dish soap or hand soap</b>         |
| <b>3. Large kitchen trash bags</b>                      | <b>11. Hand sanitizer</b>                 |
| <b>4. Disinfecting wipes</b>                            | <b>12. Tape (clear, packing, masking)</b> |
| <b>5. Furniture polish</b>                              | <b>13. Pens</b>                           |
| <b>6. Kleenex</b>                                       | <b>14. Candy/mints</b>                    |
| <b>7. Copy paper or cardstock<br/>(white or colors)</b> | <b>15. Cash donations also accepted</b>   |
| <b>8. 16 oz. hot or cold cups</b>                       |   |

## PIERCETON & WASHINGTON TOWNSHIP PUBLIC LIBRARY COMMUNITY ROOM RENTAL POLICY

1. A community room reservation form must be filled out & returned prior to the use of our room along with a \$50.00 deposit (cash or check) and a donation of one or more of the items listed on the next page.
  - a. Deposit will be refunded pending inspection of room after use
  - b. Person renting the room must be 18 or over
2. No alcoholic beverages or smoking allowed in the building.
3. Adult supervision of children is required at all times.
4. Please report any broken or damaged items.
5. No red colored beverages are allowed.
6. Publicity for a meeting by a non-library group must NOT be worded in such a manner which would imply library sponsorship of the group's activities. Please make sure the publicity clearly states the sponsor of the event/program.
7. Please DO NOT ADJUST THE BLINDS! Leave them closed.
8. Prior to leaving the library after your event:
  - a. Return chairs & table to original arrangement
  - b. Take your trash with you
  - c. Check bathrooms; make sure toilets are flushed & have quit running
  - d. Sweep & mop floors; wipe tables & other surfaces
  - e. Leave the sinks & refrigerator clean. Don't forget to take your supplies & leftover items with you
  - f. Turn off lights & make sure doors are locked.
  - g. Return key in the bookdrop located by the front entrance or bring in the next day to receive your refund.
  - h. ALL RULES must be followed to receive your refund.