

# Garrison Public Library

## Activity Room Use/Rental Agreement

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1. You must be 21 years of age or older to rent/use the Activity Room
2. A deposit of \$75 will be required and \$25 rental fee (if applicable)
3. There will be a walk through before rental.
4. You are responsible for returning the key and picking up your deposit, unless other arrangements have been made.
5. Nothing is to be taped, pinned, stapled or tacked to the ceiling or any wall.
6. No alcoholic beverages are allowed in the building or on the grounds.
7. No smoking is allowed in the building or on the grounds.
8. No illegal activities are allowed in the building or on the grounds.
9. You are responsible for your guests and their actions during your use.
10. A maintenance check list will be provided. Be sure to use it to assure deposit return.
11. You are responsible for compliance with all conditions and assume liability for any damage to the building, furnishings, appliances, tools and equipment and will be assessed for any necessary repairs, replacement or cleaning.

I have read and understand the above rules and policy:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- I will be using the kitchen       I will need the internet  
 I will be using the projector

Thank you for the proper care of the Activity Room

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Library use: \_\_\_\_\_ Activity Room

Date reserved for: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date/time key given: \_\_\_\_\_ Returned: \_\_\_\_\_

Deposit paid: \_\_\_\_\_ Check # \_\_\_\_\_ Returned: \_\_\_\_\_

Rent paid: \_\_\_\_\_ Check # \_\_\_\_\_