

# Garrison Public Library

## Activity Room Policy

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The Garrison Public Library Activity Room was created as an extension of the main library for the purposes of carrying on the programs and services provided by the library for the community and its interests. It is also a community gathering place, available for public usage, when not engaged in library programs or services.

1. Library sponsored activities are given 1<sup>st</sup> priority.
2. The Activity Room at the Garrison Library is available at no charge to any patron (card holder) of the Garrison Public Library, 21 years or older, at the discretion of the Library Director.
3. The Activity Room at the Garrison Library is available for a rental fee of \$25 to any educational, cultural, or other civic group that is not a patron of the GPL, 21 years or older, at the discretion of the Library Director.
4. There is a cleaning/damage deposit of \$75 required at the time the rental/use agreement is signed, regardless of who is using it. Deposit will be returned after inspection of the space used and the key is returned.
5. The Activity Room is to be reserved in advance with the Library Director and may be reserved up to 12 months in advance.
6. If a meeting scheduled is to be held during hours that the library is closed, it is the responsibility of the person in charge (signature on agreement) to pick up a key from Library personnel, at the library, 24 hours prior to the scheduled meeting and to return the key within 24 hours of usage.
  - a. Other arrangements for key pickup may be made if time frame doesn't work, at the discretion of the director.
  - b. If you cannot return key in person, you may return the key via the red drop box out front, along with a stamped, self-addressed envelope, so your deposit can be mailed to you.
7. Refreshments may be served provided that the person in charge (person signed on the agreement) takes care of cleanup.

8. The kitchen will be made available upon request, otherwise it will remain locked.
9. No alcoholic beverages are allowed in the building or on the grounds.
10. No smoking is allowed in the building or on the grounds.
11. There will be no illegal activities in the building or on the grounds.
12. The person signing the agreement will be responsible for compliance with all above conditions and assumes liability for any damage to the building, furnishing, appliances, tools and equipment and will be assessed for any necessary repairs or cleaning.

# 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
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

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: \_\_\_\_\_ Returned: \_\_\_\_\_

# Garrison Public Library

## Activity Room/Kitchen Maintenance Check List

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Please use this check list for clean-up purposes. You will find the vacuum and cleaning supplies in the storage room. Please leave the Activity Room as clean as or cleaner than you found it. Thank you!

- Vacuum the floor
- Vacuum/wipe the chairs, if needed
- Wash tables
- Return tables and chairs to original layout
- Return tables and chairs to storage room if taken out.
- Remove all of your belongings
- Remove your garbage
  - a. You will be provided 1 garbage bag/can full; any excess will need to be removed from the building and grounds
- Make sure toilets are flushed, sinks wiped out, floors cleaned up
- Return cleaning supplies to storage room
- Turn out all lights
- Lock doors
- Return key

If you are using the kitchen:

- Sweep the floor
- Mop any floor messes
- Wipe down all counters and appliances including inside of microwave, & oven.
- Wash dishes, pans, and utensils; return them to their original places
- Leave towels/wash cloths in sink
- Empty dishwasher, if used. Return items to their original places.
- Turn out lights