



**GRIGGS COUNTY
PUBLIC LIBRARY**

We will help you find what you need

Griggs County Public Library Meeting Room Use Agreement

I, (write name here) _____,

representative of (write organization name here) _____

agree that my organization will abide by the Griggs County Public Library's policy regarding use of the meeting room, particularly the points listed below.

- The organization will not charge admission or sell items for the organization.
- The organization will not allow smoking, tobacco use, or vaping in or within 20 feet of the building.
- The organization will provide at least one person over the age of 18.
- The organization will set up the room and return it to its former state when done, including any sweeping, mopping, or other cleaning.
- The organization understands the library does not provide audiovisual equipment.
- The library is not responsible for accidents or incidents that may happen while a staff member is not present.

If the meeting room is used outside of normal library hours and a library employee is not present, the following refundable deposit will be charged: \$100. (May be waived upon written request and approval from the library director.)

_____ Mark here if the above named person has been issued a meeting room door key. This key will only work on the exterior door. The key must be returned within two (2) working days of the organization's use of the room.

Signed

Date

(Staff: Make a copy. Keep original and give organization the copy. Note how the payment of the deposit was made.)