

Pine River Library Public Rooms Use Agreement

Community Room

1. Groups need to sign in and out at the Information Desk (unless the Library is closed during the start or finish of the meeting.)
2. Groups are responsible for set-up and take-down.
3. Please leave the Community Room as you find it – neat and orderly – and take out all overflow trash to the garbage shed at the west end of the parking lot.
4. Refreshments are allowed in the Community Rooms. A charge will be incurred for damaging the Community Rooms.
5. Only Library markers are allowed on the white boards. If the white boards are damaged, the individual who signed the contract is responsible.
6. The Community Room should be left as found – in a neat and orderly condition and all overflow trash should be taken to the garbage shed at the west end of the parking lot.
7. Groups must call the Library (970) 884-2222 x 510 within 24 hours if the group needs to cancel.

*Please include the following statement on any/all promotional materials, including, but not limited to signs/posters, flyers/mailings, press releases, online promotions, etc.

[Event] is funded and presented by [organization/individual] and is not sponsored by Pine River Library. For more information, please contact [insert your contact name & phone number; do NOT include Library contact information without prior consent from the Library.]

Costs for Private Use of Community Room:

Community Rooms A & B: \$20/hour

Community Room A or Community Room B: \$10/hour

Payment should be paid to the Library by cash, check, or card upon reservation. A refund will be made within 10 days of a written cancellation notice.

Study Rooms

These rooms are for individual, non-profit, government, and community use. Individuals may reserve up to two weeks in advance. There is no fee for using the Library's study rooms. Study rooms should not be used as a regular substitute for work space. Patrons are limited to two hours of reserved time per day but they may remain in the room if no others are waiting. Patrons are limited to six reservation hours per week, but they are welcome to use the study room additional hours on a first-come, first serve basis.

Your signature below indicates that you have read and agree to the terms of this agreement.

Name (please print)

Library card number or picture ID number

Signature