

Carnegie Library, South Fork Branch

0031 Mall St.

South Fork, CO. 81154

Phone: 719-873-5079

Fax: 719-873-5192

E-mail: sfbcarnegie@yahoo.com

Website: montevistalibrary.org

Large Meeting Room Regulations and Policies

A deposit of \$25 is required to confirm reservations for the room and will be returned to you when the room is left clean and neat and the keys are returned and/or it is given to us as a donation after the event is over or at the year's end.

Alcoholic beverages and tobacco are not permitted in the building

No red colored punch, Kool-Aid or drinks are allowed in the meeting room due to their staining properties.

The meeting room and kitchen area must be left clean and orderly.

Any decorations are limited to table decorations only. Nothing shall be hung from the ceiling or on the walls and doors.

Only nonprofit civic groups and school organizations will be allowed to do small fundraisers and library related programs to raise funds as approved by the library director. No other organization will be allowed to use the meeting room for monetary gain.

No exercise or dance activities will be allowed.

All library activities will have priority.

Any claim, liabilities or damages to the building will be the responsibility of the individual or group agreeing to the use of the meeting room.

Turn all lights off and lock the door before leaving. Return the key to the library office by noon the following day, Monday-Saturday. Your deposit will be returned to you at this time.

The library reserves the right to deny any request for use of this facility.

If the key checked out is lost or not returned, the responsible party is liable for the cost of replacing the lock on the door.

Library staff will not take calls for people attending these meetings unless it is an emergency.

Carnegie Library, South Fork Branch

0031 Mall St.

South Fork, CO. 81154

Phone: 719-873-5079

Fax: 719-873-5192

E-mail: sfbcarnegie@yahoo.com

Website: montevistalibrary.org

Agreement for the use of the large meeting room

Date of reservation _____

Date deposit received by library _____

At the end of the year will your deposit be made into a donation? Yes _____ No _____

If no please make arraignments to pick up your deposit.

Name of Organization _____

Address _____

Phone _____

Name of person representing the organization _____

Type of meeting or activity _____

Dates Room is needed _____

Time _____

Approximate number of people attending _____

Number of table's needed _____ Number of Chairs _____

Use of the kitchen area Yes _____ No _____

Equipment needed Coffee pot _____ Overhead projector _____ Screen _____

The undersigned covenants not to sue and agrees never to institute any action of suit at law or in equity against the Carnegie library South Fork Branch of South Fork, Colorado, its agents or employees, or in any way aid in the institution or prosecution of any claim, demand, action or cause of action for damages, cost loss of services, or injury either to person or property, resulting or to result, known or unknown, and arising out of or from the undersigned's use of the Carnegie Library South Fork Branch Meeting Room.

Applicant's signature _____

Date _____