

Madrid Public Library

Responsibility for Meeting Room Use

This form will be kept on file for one year.

- As a representative of the group listed below, I agree that use of the meeting room is in accordance with the policy.
- As a representative of the group listed below, I agree to be responsible and insure that no property is damaged.
- As a representative of the group listed below, I agree to be responsible for returning the room to the condition in which it was found
- I have read the meeting room policy for the Madrid Public Library and agree to its provisions

Organization/group _____

Individual representative _____

Address _____

Phone _____

Date of Use _____ Purpose/Activity _____

Hours of Use _____ Approx. number of people _____

Private Use – Paid on _____ check or cash

Janitorial Deposit (\$25.00) Paid on _____ check or cash

Key color _____ Date key returned _____

Janitorial deposit returned and/or shredded on _____

*A fee of **\$10.00** will be charged to anyone who fails to pick up the keys, requiring any staff member to come to the library to let you in. _____
(initials)

Be sure to fill out the checklist included with the keys when finished with the room and return the checklist with the set of keys