



ASHTABULA PUBLIC LIBRARY

4335 Park Avenue
Ashtabula, Ohio 44004
(440) 997-9341
(440) 992-7714 Fax

GENEVA PUBLIC LIBRARY

860 Sherman Street
Geneva, Ohio 44041
(440) 466-4521
(440) 466-0162 Fax

Please complete the following Agreement and return the signed copy to the Library in person, by mail, or by fax, prior to date(s) requested for use.

AGREEMENT FOR USE OF MEETING ROOM

_____ requests the use of the meeting room on
(Name of Organization)

_____ from _____ to _____
(Month, Day, Year) (Time)

for _____
(Purpose / Type of Meeting)

The undersigned hereby states that he/she has received a written copy of the "Meeting Room Policy" and understands that the Library meeting room is for use by non-profit groups for non-commercial, cultural, informational, educational, intellectual, and civic purposes, and it is understood that the Library meeting room will not be used for commercial or illegal purposes, or for financial benefit of individuals, organizations, or business, and that commercial sales and promotion of businesses are prohibited. The undersigned hereby personally assumes total responsibility for the use of the meeting room and the consequences thereof, including but not limited to any fees assessed, damage to the meeting room or library premises, facilities, or equipment, personal injuries related directly or indirectly to or incurred during use of the meeting room. It is also understood that the Library is not responsible for set up or security or storage or damage or loss of property owned by groups using the Library. The Library reserves the right to discontinue use of the room by any group or individual who disturbs operation and/or proceedings of the Library, or in any manner abuses the privilege, as well as the right to determine use of the rooms and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Date _____

I have read and understand the above policy.

Signature

Name Printed

Address

Telephone

FOR STAFF USE

Date Agreement Received _____

Room Used : Ashtabula A or B or A&B

Geneva

Staff Initials _____