Selover Public Library

Phone: 419-768-3431
Fax: 419-768-2249
Hours: Tuesday & Wednesday 1:00pm-7:00pm
Thursday & Friday 10:00am-5:00pm
Saturday 10:00am-3:00pm
Sunday & Monday Closed

The Selover Public Library Community Room is available for non-profit, civic, educational and cultural programs.

Community Room Policy:

- **You are responsible for picking up the key ahead of time if the Library will be closed on the date or time that you have the room reserved.**
- When you arrive to use the community room, please read "Community Room Use," which will be posted on the refrigerator door. This will ensure you have specific information to make your event successful.
- 9 tables and 55 chairs are available for use.
- Library-sponsored programs will receive first priority. Other applications will be considered on a first-come basis. Use of the community room should not interfere with any library activity.
- No selling programs may be conducted unless approved by the Board of Trustees.
- The library community room is available free of charge. However, a fee will be charged for any damages or loss of library property. A janitorial service charge of $25.00 will be assessed if the room is left unclean. Please give attention to food and beverage spills. Removal of all trash is required.
- Smoking and alcohol are prohibited by anyone attending your event on ALL library property.
- The library is not liable for personal injuries and assumes no responsibility for personal property used while on the premises.
- The fact that a group is permitted to meet at the library does not constitute an endorsement of the group's policies or beliefs. The use of the community room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
- When a meeting is postponed or cancelled, please notify the library so the time may be made available to others.
- An adult must be present at all times when minors are using the community room.
- The library Board of Trustees shall be the final authority in granting or refusing permission for the use of the community room.
- Use of tape, pushpins, and staples on walls and ceilings is not permitted.
- When you arrive, please make note of the room set-up. You are responsible for leaving the room as you found it. Example: table and chair placement.
- Winter Weather Advisory – Snow and ice removal will not routinely take place when the library is closed. It is your responsibility to clear parking lots and sidewalks as needed.

Name: _____ Phone: _____

Address: _____

Type of Meeting: _____Event Date: _____

Event Time: _____AM/PM Room Reserved from: _____AM/PM to: _____AM/PM

I have read and agree to all of the above terms and will be responsible for the condition and security of the building, as well as picking up the key, if the Library is to be closed on the date or time I have the room reserved.

Signature of Applicant: _____Date: _____