



# SELOVER PUBLIC LIBRARY

CHESTERTVILLE, OH

SELOVERLIBRARY.ORG

419-768-3431

HOURS: TUES-WED 1:00-7:00 | THUR-FRI 10:00-5:00 | SAT 10:00-3:00

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

### Community Room Policy:

**• If the library is closed when you are using the room, you are responsible for:**



- Checking out the key using a library card in good standing at least 1/2 hour before library closing time the last day the library is open prior to your event. If you don't pick up the key on time, you will have to cancel your event.
- Turning the community room alarm on and off using the code you receive when you register: \_\_\_\_\_
- Removing snow and ice on walks and lots during the winter, since the library only has snow removal service on days we are open.

- The library has an alarm system connected directly to the Morrow County Sheriff's Department. Do not attempt to enter the library without understanding how to operate the alarm system.
- You need advance permission from the Library Director to reserve the room for two or more consecutive days.
- If a meeting is postponed or cancelled, notify the library in advance.
- 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, your library card will be charged a \$25.00 fee if the room is left unclean. This fee will result in the loss of all library privileges at the Consortium of Ohio Libraries (COOL), including most electronic services. A cleaning checklist will be posted on the refrigerator. Additional fees will be charged for any damages or loss of library property. You must take your trash home with you.
- Use of tape, pushpins, and staples on walls and ceilings is not permitted.
- Nine tables and 35 chairs are available for use.
- 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.
- An adult must reserve the room and be present at all times when minors are using the community room.
- Your noise level should not disturb library users or staff or the library's neighbors.
- 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.
- The library Board of Trustees shall be the final authority in granting or refusing permission for the use of the community room.

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: \_\_\_\_\_