Camas Public
LIBRARY
Unearth something extraordinary.

Meeting Room Agreement

As a meeting room user, I have read and agreed to the following provisions:

_____ **I shall abide by the Library's meeting room policy.**

_____ **I shall abide by the Library's rules of conduct.**

_____ **I shall abide by the Library's terms of service for its complimentary wireless connection.**

_____ **I will confine my meeting to my scheduled room, and not use the Second Story Gallery for overflow.**

_____ **I agree to complete a Hold Harmless Agreement for any audio/video equipment I request to use.**

_____ **If beverages and/or snacks are served during a program or presentation, the tabletops must be cleaned, the carpet vacuumed, and all garbage must be securely stowed in the trash can*.**

_____ **I confirm I will not charge a fee to attend my meeting, nor use my meeting to promote a business.**

_____ **If the carpeting is stained during my meeting, I agree to be billed the $50 cleaning fee.**

_____ **I will not use any tacks, pins, or transparent tape on the painted walls or white board.**

_____ **I will ensure that only the Library Staff operates the room divider.**

Camas Public Library
625 NE 4th Ave., Camas, WA 98607
360.834.4692 camaslibrary.org

_____ I agree to pay all fees prior to the use of my scheduled meeting room.

_____ I will return the tables and chairs to their original configurations, as displayed in the framed wall photo.

_____ For evening meetings, my group will vacate the scheduled meeting room 15 minutes prior to the Library closing.

If the kitchen is used:

_____ I will rinse any coffee maker that were used, and unplug them and dispose of the filters in the garbage.

_____ I will wipe the counters and the sink. Any dishcloths or towels used I will leave in the sink for the Library staff to pick up and launder.

_____ I will ensure the stove is turned off.

_____ I won't leave any items in the refrigerator.

*** The janitorial staff will take the garbage out.**

Name: _____

Date: _____

Organization: _____

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