

Jerome Public Library
Meeting Room Application

Organization/Applicant: _____

Event: _____

Please list 2 contact persons:

_____ Phone #: _____

_____ Phone #: _____

Contact Person(s) shall be responsible for the following:

- Scheduling meetings at least one week in advance of the meeting date.
- Cancelling meetings as soon as possible, preferable 24-hours in advance.
- Filling out a new application annually each January for continued use of the meeting room.
- Confirming meeting dates for consecutive meeting use in January, May and September.
- Picking up the key if meeting is scheduled for after hours.
- Removing all belongings from the library, including the kitchen, at the conclusion of meeting(s).
- Turning off meeting room lights at the conclusion of the meeting.
- Returning the rooms back to their original state, including: kitchen, bathroom, hallway and areas outside the exits.
- Ensuring that all exit doors are closed and locked and returning the key in the container in the library book drop. *Keys are **not** to be duplicated.* If you have difficulty locking the doors, please call 208-358-5303

Items provided for use:

- Cleaning products and replacement garbage bags are located in the kitchen cabinet near the sink labeled "cleaning cupboard"
- Vacuums
- Tables and chairs
- White board
- Large screen TV, computer, cables, and remote.

Profit making organizations shall provide a \$100 refundable cleaning/damage deposit as a means of compensation to the library for any and all damages or cleaning needs.

Non-profit organizations will be charged for costs incurred for cleaning needs/damages. Failure to pay could result in loss of meeting room privileges.

I have been given a copy of the meeting room policy. Further, I have read and agree to comply with the expectations listed above. Failure to comply with library policy and rules may result in loss of privilege to use the meeting room.

Name _____ Date _____