



Multipurpose Room Agreement

The Northfield Township Area Library provides a multipurpose room for the use of local community groups on a schedule basis according to Northfield Township Area Library’s Policy 300.10.

1. Library and Library-sponsored programs have priority in the use of the multipurpose room.
2. Meetings will be for civic, cultural or educational purposes.
3. The person applying for use of the multipurpose room must own a Northfield Township Area Library card, and not have an outstanding balance on his or her account.
4. The Multipurpose room will be available for use during regular Library hours only.

Library Hours

Monday through Thursday: 10 a.m. – 8

p.m. Friday: 11 a.m. – 6 p.m.

Saturday: 11 a.m. – 3 p.m.

Sunday: CLOSED

5. Groups will abide by the General Operating Policies that apply to all public areas of the Library.
6. Scheduling must be arranged in advance.
7. If you need to cancel the reservation, you must provide the Library 24 hours’ notice.
8. At the time this application is submitted, the Applicant must sign a Waiver of Liability prepared by the Library.
9. Youth groups are required to have adult supervision. See policy 300.10, section III, sub-section B
10. Set up and clean up: It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future. Users must include time to clean up and set up within the scheduled time and **must end meetings at least 15 minutes before the Library closing time.**
11. Groups using the Multipurpose Room will be held accountable for any damage or loss incurred during such use.
12. The Library Board may establish fees for use of the Multipurpose Room. Such fees will be published and payment will be required at the time of scheduling.
13. The fact that a groups is allowed to meet at the Library does not in any way constitute endorsement of the groups’ policies or beliefs by the Northfield Township Area Library.
14. Additional procedures and guidelines necessary to provide efficient and equitable use of the Multipurpose Room may be developed by the director as needed.
15. All activities in the Multipurpose Room must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges or requests for donations.

Applicant Name

Applicant Signature

Email Address

Phone/Cell

Applicants Street Address

City, State, Zip

Event Date & Time

Name of Group (Specific)