Contract for "The Annex" use

Bristow Library Board Inc.

Responsible Person: ___________________ phone: ______________

Function: ____________________________________________________

Date of intended use: ___________ Time of Use ______________

*For non-profit civic use, there is a $50 deposit required. This deposit may be returned if, in the opinion of the library officials, the rules of the facility are followed.

*For private party use, there is a $50 deposit required and a $50 fee. The deposit will be returned if, in the opinion of the library officials, the rules of the facility are followed.

Any damages in excess of $50 deposit will be the responsibility of the signer and/or the organization the signer represents.

Must reserve through the library during working hours and arrange for a key if the time is not within working hours.

Rules of use:
- No smoking inside
- No pets are allowed in the building with the exception of animals performing a service for a handicapped person or persons.
- The space must be left in the condition it was found, including but not limited to:
  * The kitchenette area, the rooms and the bathrooms will be left clean of trash and food.
  * Lights will be turned off.
  * Any food or extra items brought in will be carried out the same day.
  * Thermostat will be set on the temperature posted on the wall.
  * Parking is to the West of the Annex

Responsible Person signature ________________________________

Date __________________

* Special permission from the Library officials for any alcohol use will be required.