

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.