



MEETING ROOM AGREEMENT

Name of Organization: _____

Contact Person: _____

Date(s) of Event: _____ Time: _____

Address of Organization: _____

Email: _____ Phone: _____

Library Equipment/Assistance Requested: _____

By signing the Meeting Room Agreement, you agree to:

1. Leave parking spots and entrances clear and easily accessible to all library patrons.
2. Set up and clean up before and after the event.
3. Clean up any spills, sweep or vacuum, and take any trash out to the library waste bin.
4. Leave the room/space as you found it upon arrival.

The fact that a group uses the library meeting room does not in any way constitute an endorsement of the groups' policies or beliefs by Stevens Memorial Community Library.

Inquiries may be directed to:

Felicia Cecere, Library Director at 585-591-2733 or fcecere@owwl.org

I, as the contact person listed above, agree to adhere to the Stevens Memorial Community Library Meeting Room Policy and the requirements in the Meeting Room Agreement.

Signature

Date

Staff Initials

Adopted by the SMCL Board of Trustees August 9th, 2021