

COLEMAN PUBLIC LIBRARY COMMUNITY ROOM

408 COMMERCIAL AVE.
RESERVATION FORM

NAME: _____

ADDRESS: _____

CITY: _____

PHONE: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

Usage Rules:

If the Community Room used for a political function, a disclaimer must state that neither the Coleman Public Library nor the City of Coleman is in any way endorsing or supporting any specific candidate for elective office. This disclaimer must be used on all promotional material for the event and clearly posted on the premises at the event.

No smoking or alcoholic beverages allowed on premises

Must clean up; turn off all lights, place chair and tables in their original position

No tacks, nails, staples or tape of any kind can be used on the wall.

All trash inside and bathrooms must be cleaned up and placed in the library dumpster located in the alley.

Children must be supervised

Any damage that might occur is the users' responsibility

The key must be returned the next day after event, if on the weekend must be turned in the following Tuesday.

ANY VIOLATIONS OF THE USAGE RULES - DEPOSIT WILL BE FORFEITED

Refund of deposit will be paid by check within 3 weeks after usage of the building.

Signature: _____

Deposit & Fee paid: _____ Date: _____