

## Guidelines for Use of Monk Family Conference Room

All fees including damage deposit must be paid within one week (7 days) of the reservation.

Date & Time of Event: \_\_\_\_\_

Date Fees Must be Paid in Full \_\_\_\_\_

Date Key Card will be Picked-up \_\_\_\_\_

Time Key Card will be active: \_\_\_\_\_

- Use of a room shall not interrupt the use of the library by others, and the Library's Code of Conduct policy still applies while using the room.
- The room should be kept clean during use and should be put back in original condition when finished:
  - 10 chairs around the table
  - Table should be wiped down.
  - HDMI cable returned to circulation desk (if applicable)
- No food allowed in the Monk Family Conference Room. Drinks with lids are permitted.
- All trash must be removed from the room to the outside trash cans on the church side of the library. DO NOT place trash in the brown "Yard Waste Only" cans. One trash bag is provided in the trash can, all others must be provided by the user.
- Library equipment shall not be removed from the facility.
- No firearms, knives, explosives, or any other weapons are allowed in the facility or on the premises at any time.

### Refundable Deposit Fee

Any damage incurred during a user's event is the **responsibility of the user** and their group. Users eligible to receive some or all their refundable damage deposit fee will be issued a refund within **fifteen (15) business days after** the event has taken place. The refund will be mailed to the user at the address given on the Meeting Room Reservation and Agreement form.