**Schafer Room Use Agreement**

I, (write name here)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

representative of (write organization name here)

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agree that my organization will abide by the Port Library’s policy regarding use of the Schafer room, particularly the points listed below.

* My organization will not charge admission or sell items for the organization.
* My organization will not serve or bring alcoholic beverages into the library or allow smoking in or within 10 feet of the building. Also, my organization will provide at least one person over the age of 21.
* My organization will set up the room and return it to its former state when done, including any sweeping, mopping, or other cleaning.
* My organization understands the library does not provide audiovisual equipment beyond a digital projector, screen, and laptop and my organization will bear full responsibility for these items if they are provided for use.
* The library is not responsible for accidents or incidents that may happen while a staff member is not present.

If the Schafer room is used outside of normal library hours and a library employee is not present, the following refundable deposit is effective:

$50. (May be waived upon written request and approval from the library director.)

\_\_\_\_\_\_\_\_\_\_\_ Mark here if the above named person has been issued a front door key. This key will only work on the two exterior front doors and the lock into the Schafer Room. The key must be returned within three (3) days of the organization’s use of the room.

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Signed Date