

**AURORA FREE LIBRARY
LEVEL ONE SPACE USE AGREEMENT**

Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used.

Alcoholic beverages are not allowed.

The library does not supply utensils, dishes or paper products.

The library must be left clean and in the same set-up as found.

All waste and recyclables brought in must be removed from library premises.

Smoking is not allowed in any part of the library.

The library building is to be kept locked at all times when the library is closed.

When a group is using the library after library hours, the person signing the agreement will be held responsible for:

- getting a key for the library the last library business day prior to the meeting
- making sure light switches are off, and doors and windows are securely shut and locked
- making sure that the exterior doors to the library are securely shut and locked
- making sure when leaving that heat is set to 57 degrees or AC is off
- making sure bathroom is left clean and toilet flushed
- returning the key to the library the next business day
- all losses incurred by the library
- assuring that the aforementioned rules are adhered to by the group
- any physical damage to library property

The signee holds the library harmless for any injuries that may result from the use of the building. Signing of this form constitutes an agreement by the undersigned to adhere to the rules of the Aurora Free Library Meeting Use Policy and Use Agreement, and to ensure that no member of the group violates the rules set forth.

Group Name _____

Responsible Party (print) _____

Signature _____ Date _____

Address _____

Phone _____ Email _____

Received by _____ Date _____

First approved by Board of Trustees on November 19, 2013