



Platteville Public Library

225 W Main Street · Platteville, WI 53818

Room Use Agreement Form

1. The Community Room will not be booked for attendance of fewer than ten people.
2. Clean-up is the responsibility of the organization and persons using the room. Waste that does not fit in the regular bins provided must be removed by the organization.
3. The Library does not provide supplies for refreshments.
4. Alcohol may not be served.
5. Participants may not tape or attach anything to walls.
6. Use of candles or other flammable material is prohibited.
7. The Library does not provide storage space and cannot.
8. Meeting room use outside of Library business hours may be charged a fee.
9. Repeated cancellation may result in suspension of meeting room privileges.
10. Failure to abide by these guidelines may result in suspension of meeting room privileges
11. Refunds will be authorized if use of space is cancelled within 48 hours and the Library does not incur any expenses.
12. Payment information is not shared with other parties.

The following fees apply to profit-making organizations and social gatherings:

Large Study Room and Conference Room, \$10 per hour.

Community Room, \$20 per hour.

Reservations of the Community Room after hours requires a deposit for \$60. The deposit will be returned within 2 weeks after the event, pending staff inspection of room conditions.

I have read the above guidelines and fee structure. I agree to use the space under these conditions. I agree to pay a fee for lost or damaged equipment. Fees will be billed as appropriate.

Signature _____ Date _____

Parent/Guardian _____ Date _____

Received by: _____

Approved by the Platteville Public Library Board of Trustees

July 5, 2017