

Although there is no charge for using the program room, we ask you to consider making a Free Will Donation to help offset the operating expenses and general wear on the program room. Thank You!

Sumner Public Library Program Room Reservation Form

Name of person making reservation _____

Name of group/organization _____

Date of meeting _____ Time of meeting _____ to _____

Purpose of meeting _____

Number of persons in group _____

Use of AV equipment required: Projector & Screen _____ Speakers _____

Scheduled during library hours - \$25.00 Deposit Paid _____ Refunded _____ Donated _____

Scheduled when library is not open:

- \$25.00 Deposit Paid _____ Refunded _____ Donated _____
- \$20.00 hourly charge: Amount Paid _____ Number of Hours _____

I understand that I am responsible for my group using the facility in an orderly manner and leaving it in good condition. I have received /read a copy of the Program Room Policy, and will see that our group abides by this policy.

Signed _____ Phone _____

Date of application _____

Program Room Checklist

Please help us keep the program room clean and orderly. Return the room to the order and condition in which it was found.

Check all areas that pertain to your use of the room.

1. Tables and chairs are clean.
2. Tables and chairs have been returned to original location and arrangement.
3. Tables and chairs taken from the storage room are returned to the storage room and stacked in an orderly fashion.
4. The carpet has been vacuumed. A vacuum cleaner is located in the storage room. Any spills on the carpet need to be cleaned up. Ask staff for the appropriate cleaner.
5. Walls and partitions will be free of marks.
6. The counter is wiped clean.
7. The sink is rinsed and any stains or food deposits have been removed.
8. The coffeepot or other items used are washed, dried, and returned to their storage place.
9. The refrigerator is wiped clean of any spills.
10. The microwave is wiped clean of any cooking residue.
11. Garbage has been bagged and removed from library. Additional garbage bags are located in the drawer by the sink.