



338 West Jefferson ■ Auburn, Illinois 62615
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

AUBURN PUBLIC LIBRARY COMMUNITY ROOM USER AGREEMENT

General Objective

The Auburn Public Library District welcomes the public use of its community room.

Requirements

1. Items may not be sold or solicited for profit by vendors. However, organization dues may be collected.
2. No tacks, nails or tape are to be placed in or on doors, walls, windows, or furniture.
3. Permission to use the community room does not constitute an endorsement of the users or their beliefs by the library employees or board members. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the library shall use the library as its official address. Storage of goods by organizations using the public community room will not be permitted.
4. Activities conducted in the community room must not violate any federal, state or local law, ordinance, or regulations.

Responsibility

1. Users will assume legal responsibility for the cost of repair or replacement of damaged property or equipment or for special cleaning, if necessary.
2. Users should refrain from excessive noise and must not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.
3. Any child under the age of 10 must be supervised by an adult (+18) at all times.
4. Anyone using the multimedia equipment agrees to be responsible for any damage that may occur to this equipment.
5. Users should leave the meeting room in the same condition in which they found it.
6. Library facility must be left clean and orderly.



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Clean up procedures are:

- Deposit all trash in the outside receptacle located at the end of the library parking lot.
- Coffee maker should be clean and turned off.
- Wipe kitchen counter tops and kitchen sink.
- Wipe table tops and chairs.
- Return chairs and tables to their proper storage location.
- Clean any food or waste from the floor.
- Vacuum where necessary.
- Remove all leftover food from the kitchen and premises.
- Turn off all electronic equipment.
- Turn off all lights.

Refreshments

1. Refreshments may be served in the community room. Users are required to provide their own utensils.
2. Alcoholic beverages may not be served or consumed.

Reservation

1. Library programming has priority at all times.
2. The community room will be reserved on a first-come, first-served basis. The room may be booked up to 3 months in advance of event.
3. The community room is reserved only after a community room agreement form has been completed and approved by the Director or the library employees.
4. All payments must be complete prior to acquiring a key. Photo ID is required to pick up the key and that person is liable for any breakage, damage, or theft of any Library property caused as a result of the event and/or incorrect securing of facilities upon exiting. Key will be left in the drop box at the end of the event.
5. All fees must be paid 24 business hours in advance of the reservation. Failure to do so will result in a forfeit for the reserved date.
6. The library should be notified immediately of a cancellation. All cancellations must be made 24 business hours in advance to the room reservation



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7. A fee of \$10/hour for the community room will be charged for any reserved date.
8. A deposit of \$20 per reservation will be charged for any reserved date. Deposits will be refunded after the reserved dates if clean up procedures are met.
9. Refunds will be given for any cancellation that is at least 24 business hours in advance.

The library director is authorized to deny permission to use the community room to any users that violate these rules. The library reserves the right to deny use of the room.

These rules are subject to periodic review and change by the library board of trustees.

Adopted: 02/20/2018