



Appendix G

Contract for Use of the Community Meeting Room Outside of Library Operating Hours

I (name) _____,

a representative of (name of organization) _____

_____ have read the Vaughn Public Library Meeting Room Policy and agree to its contents.

The (Name of organization/or you)

_____ would like to use the meeting room outside of regular library operating hours on (date/time)_____.

I understand the attached deposit check for \$500 will be held by the Vaughn Public Library until the (name of organization/or you) _____

is done using the meeting room and the key is returned. At this time, given no abuses of the room have occurred the deposit check will be returned in full.

Signature _____ Date _____

Printed Name _____ Phone _____

Library Director Signature _____ Date _____