



Louis B. Goodall Memorial Library
952 Main Street
Sanford, Maine 04073
Tel: (207) 324-4714/Fax: (207) 324-5982

Lela Thornburg Community Room User Application

Name of Organization: _____ Non-Profit__For-Profit__

Name of Representative: _____

Address: _____

Phone:_____ Fax:_____ Email:_____

Date(s) Requested: _____ Time (Beginning-End): _____

Purpose for Use: _____ Estimated Number to Attend: _____

The organization's representative has read and agrees to the Policies and Rules for Use (stated on the reverse side). In addition:

The applicant and organization accepts full liability for any damage to Library or personal facilities and/or equipment, and for any personal injury. The applicant agrees to pay for damage to Library facilities or equipment.

The applicant also agrees that their organization will: arrange the Room as needed and to return it to its original state at the conclusion of their use of the Room; to pay for any janitorial services needed as a result of their use.

Please see back side or second page (if printed off a computer) for further information.

Signature of Applicant : _____ Date: _____

Approved by (Goodall Library Representative): _____

Policies and Rules for Use of the Lela Thornburg Community Room

- 1) Use of the Community Room is subject to the approval of the Library Director and must be applied for and approved in advance. Library uses have priority. Denial of use may be appealed to the Library Board of Directors.
- 2) Use of the Community Room must not be of a nature that would interfere with the operation of the Library.
- 3) The Community Room is available for use only during normal Library hours:

Fall/Winter/Spring: MON. 10AM-8PM
TUES. 10AM-8PM
WED. 10AM-8PM
THURS. 10AM-8PM
FRI. 10AM-5PM
SAT. 10AM-4PM

NOTE: All use of the Room must end at least **15 minutes** before the Library's scheduled closing time, and the Room returned to its original state and participants ready to leave no later than regular closing time.

All tables and chairs must be inspected if food and drink were made available.

- 4) The use of the Community Room is available to Non-Profit organizations at no charge as a service to the community. The Room may also be available to For-Profit organizations at the following rates:

\$50 Per Hour
Minimum Fee: \$100

Payment is due on the day of the use.

Please note that any "set-up" or "break-down" time needed will be included in the scheduled hours which will be charged for.

- 5) No admission or other fees may be collected by the organization or any individuals associated with the organization, utilizing the Library's facilities.
- 6) The representative of the organization must be 18 years or age or older, and a person 18 years or older must be present in the Community Room during its use.
- 7) All persons attending functions in the Community Room are expected to adhere to the Library Conduct policy. Non-alcoholic refreshments may be served with prior notice to the Library and must be confined to the Community Room. We will not be responsible for the removal of trash produce by the users of the room. All trash must be taken off the premises when leaving.
- 8) Capacity of the Community Room: 50-60 persons, depending on furniture in the Room.
- 9) Any publicity for events held by outside organizations must not imply Library sponsorship.