**Reserve Request for Rhome Community Library Activity Room**

The Activity Room (AR) is available on a first come, first served basis so long as the Rhome Community Library (RCL) does not have a scheduled program in place at the time of your reservation. The room can be reserved up to 4 months ahead of time. Occupancy rate is approximately 20 people.

The AR may be reserved by calling the library and adding your name and/or organization to the AR reserve list. The time requested, contact person, and contact information are required when reserving the room.

If the AR is requested during the time the RCL is not open to the general public, approval from the RCL Library Board is required. This is to ensure that someone can unlock and lock the AR when the library staff is not present.

If the AR is needed when the library is not open, the occupants will need to make other arrangements for bathroom facilities. There will be no access to bathrooms or running water. Use of the outdoor spigot is prohibited.

If you require use of electronics, please inform us at the time you reserve the room.

Food and drink are permitted. Please do not leave any food in the AR after you leave.

Please turn off the lights, electronic equipment, and window unit before leaving. Please sweep the floor and place all trash in the trash can. Please place the trash in the large green trash receptable outside.

As a courtesy to the library and the next planned event in the AR, the library staff may inform you regarding how the room will need to be set up for the next event. This may involve moving furniture.

**The library is not held responsible for any physical injuries that occur on the property.**

There is no charge to use the AR. We are a 501(c)3 non-profit corporation. We are not a department within the City of Rhome. A donation for using the room is greatly appreciated.

By signing below, I agree to all the terms and conditions listed above.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested (Month, Day, Year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If recurring, circle the frequency: Monthly Weekly

Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of attendees \_\_\_\_\_\_\_\_\_\_

Phone Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address(es) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Below for Office Use Only**

Library Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Approval: Yes No Board Needed to Open/Close: Yes No

Board Member Assigned: Open \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Close\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_