

Multipurpose Room Agreement

Date of Application _____ 20 _____

Date(s) of Meeting/Event _____ Time _____

Date(s) of Meeting/Event _____ Time _____

Date(s) of Meeting/Event _____ Time _____

Type of Meeting/Event _____

Name of Organization _____

Contact Person _____ Phone # _____

Address _____
No. Street Town/Province Postal Code

Regulations for use of the Multipurpose Room

1. Applicant is responsible for restitution of any damages to room/furnishings while it is in use.
2. Applicant's party must vacate the room after the specified time. No loitering.
3. Applicant will supervise the group and will be in attendance at all times.
4. The room is to be cleaned and left in the state in which it was found.
5. Applicant will make sure the group has *left the building* by closing. (9pm weekdays, 5pm Saturdays)
6. No alcoholic beverages allowed on premises.
7. No smoking in building or within 20 feet of the entrances.
8. A \$25 fee is due on the date of rental. Make all checks payable to Jake Epp Library.*
9. Priority of date is given to Library events. Lease may be cancelled if the library is closed to the public during the day or hour of the meeting or event.**

*Fee is waived for all Non-Profit Organizations.

**Library closures will be posted online at www.jakeeplibary.com

I, _____, understand the regulations and agree to adhere to them.
Name (Please Print)

X _____
Signature

Date

Jake Epp Library



255 Elmdale Street
Steinbach, MB
R5G 0C9
Phone: 326-6841
Fax: 326-6859

www.jakeeplibary.com

Approved by _____ on _____
Library Staff Date