

Lawrence Memorial Library
Rules for use of library facilities

Because of limited space, the library will be available for use by non-profit groups only. Groups or individuals using the library may not charge admission or any fees for activities. There is no charge to use the library although donations are accepted.

Groups or individuals who use the library are responsible for turning off all lights, closing windows or turning off air conditioners, and ensuring that doors are closed and locked securely. All events should take place during regular library hours. There will be no smoking or consumption of alcoholic beverages on library property.

Application for use of the Lawrence Memorial Library

This application must be received at least 15 days before the scheduled event.

Applicant: _____

Address: _____

Telephone: _____

Name of organization: _____

Dates to be reserved _____ Time of day _____

Brief description of event: _____

If permission is granted I agree to comply with the above rules. I have read and understood the above rules.

Signature: _____ Date: _____

Adopted by the Lawrence Memorial Library Board of Trustees

October 2007