

Lawrence Memorial Library

Rules for Use of Library Facilities

The library will be available for use by no-profit groups. 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 leaving everything as they found it. This includes moving furniture back, turning off all lights, closing windows and/or turning off air conditioners, and ensuring that doors are closed and locked securely. Any violation of the above rules will result in loss of use of library facilities.

There will be no smoking or consumption of alcoholic beverages on library property.

Application for Use of the Lawrence Memorial Library Facilities

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

Applicant: _____

Email: _____

Telephone: _____

Name of Organization: _____

Dates to be Reserved: _____ Time of Day _____

Brief Description of Event:

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

Signature: _____ Date: _____

Adopted by the Lawrence Memorial Library Board of Trustees

January 2020