

May 16, 2006

Dear Applicant:

Thank you for your interest in Sandusky Library's Program Room. Sandusky Library provides for use of the Library Program Room by non-profit community groups when Library activities are not scheduled for the room. A \$10.00 fee for room use is required. An additional \$5.00 fee is required if you are bringing in refreshments. Please make your check payable to Sandusky Library and include it with your application. (Your fee will be returned if you do not use the room.)

The group which herein makes application for use of the Library Program Room of the Sandusky Library, in consideration for the use of the room for a nominal charge, agrees to hold the Sandusky Library, its Board, employees, and agents, harmless for any act or failure to act, damage, or loss to Library property, materials distributed, or viewpoints advocated, on the Applicant's part.

Please carefully review the enclosed Regulations for Public Use of Library Program Room, and Application Form, Rules of Conduct (2.12) and Unattended Child Policy (2.17). You may not request more than one date/time on the application. A separate Application Form needs to be filled out for each meeting request. You will be notified when your meeting is confirmed. Do not assume you have a reservation until a staff member calls you to confirm it.

Library chairs and tables are available for community use. Set-up is the responsibility of each group, as well as clean-up afterward. Clean-up includes placing waste in the appropriate container and cleaning tables and countertops if you have served refreshments. Sandusky Library is a smoke-free facility, and alcoholic beverages are prohibited. Your consideration of others who will be using the Program Room is appreciated.

If you have any questions, please call the Switchboard at the Sandusky Library at 419-625-3834.

Thank you again for your interest in Sandusky Library's Program Room.

Sandusky Library Staff