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## OREGON TRAIL LIBRARY DISTRICT

**Review procedures and Meeting Room Policy and agree to them by signing below.**

1. **Advertising** for events **must** be approved by the library administration before distribution. Please email flyers to [kstreet@otld.org](mailto:kstreet@otld.org) or call the director for permission 541-481-3365
2. All rules for behavior in the library apply to the meeting rooms.
3. Meetings must be concluded, rooms returned to order and vacated by 15 minutes before the closing time of the location, unless permission has been approved in advance.
4. Children requiring supervision will remain with their parents in the meeting room.
5. Meeting rooms should be left clean and neat. Brooms, dust pans, and garbage liners are in the supply closet. Garbage that exceeds cans must be taken with you.
6. All chairs, tables and chair carts must be put inside closet. If unable to fit all inside leave by closet.
7. Noise from meeting rooms must not interfere with regular library business.

*Submitting this form constitutes acceptance of the terms of the agreement.*

*I have read and agree to comply with the policies and procedures listed above. I understand that by signing this form I am agreeing to be responsible for the behavior of the organization as they use the library's facilities.*

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*Date(s) and times requested*

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*Name of Organization*

*Date*

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*Print name*

*Signature*

*Phone number*

*Date*

***Individual responsible for use of building***