



OREGON TRAIL LIBRARY DISTRICT

You must review these procedures and Meeting Room Policy and agree to them by signing below.

1. **Advertising** for events at a library **must** be approved by the library administration before distribution. Please email flyers to 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. All surfaces must be wiped down with the antibacterial wipes. Brooms, Wet Swiffer, dust pans, antibacterial wipes, and garbage liners are in the supply closet.
6. 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.

Date(s) and times requested

Name of Organization

Print name

Signature

Phone number

Date

Individual responsible for use of building