

SMOKY LAKE PUBLIC LIBRARY
Usage Agreement

Usage Agreement between the Smoky Lake Public Library and _____
(user group)

The user group shall agree to use the facility as per Policy 202: Use of Parts of the Library, Managed by the Board.

Group must submit and adhere to pre-determined time schedule:

Arrival Date and Time: _____

Estimated Departure time: _____

Contact information:

Name _____

Address _____

Phone number _____

Specifics of Agreement:

1. Children must be supervised at all times.
2. Group must bring own supplies (coffee, sugar, etc.)
3. Group must leave space neat and clean
 - Wipe tables clean
 - Wash any dishes that were used during your time
 - Hang towels to dry
 - Remove garbage (place bag in outside container) and place new garbage bag in container in basement
4. The main library facility will be locked during closed hours.
5. Group shall not be charged a fee. However, an honorarium given in appreciation will be accepted.

Signed: _____
Representing Smoky Lake Public Library

Signed: _____
Representing user group

Date: _____