

Trimble County Public Library
Welcome! Please sign in for Room Reservations:

Waiver of Liability

All groups are expected to leave meeting spaces clean and in order. Leaving the room dirty or causing damage to the room or library property may result in loss of privilege to use library spaces. Any group using a library meeting space shall indemnify and hold harmless the Trimble County Public Library, its Trustees and staff, from and against ANY claims, including but not limited to damaged, lost or stolen property, or physical injury, that arises out of the group's acts or use of a library meeting space.

Name of Organization _____

Contact Person _____

Phone _____

of people using the room _____

Signature _____

Date _____

MEETING ROOM GUIDELINES

1. Verify your reservation the day of the event. The library reserves the right to cancel or move reservations to another area of the library.
2. You may load/unload your vehicle by the side meeting door, but please don't park in this area.
3. Feel free to re-arrange tables and chairs, as needed, but please return them to their original set-up when you are done. Check with staff.
4. Please be sure to end your meeting on time.
5. Meeting rooms must be vacated 15 minutes prior to closing.
6. Turn off any electronic devices or kitchen appliances that were used.
7. Clean up after your organization. Take out any potentially smelly trash. Staff may assist you.