

Use of Library Concessions/Keys

I, \_\_\_\_\_ (name) of \_\_\_\_\_ (Group) will be personally responsible for the use, care and cleaning up after use of concessions. This includes bathrooms, checking of running water, toilets etc.; cleaning concession floor (sweep and mop, if needed), taking trash to dumpster (including dumping trash barrels around football field and picking up of trash) and making sure all doors are shut/locked and lights are off. Keys must be returned after event or season as agreed upon with Library Supervisor.

If damage occurs during event, that adult representative(s) (below) is/are responsible for all incurred costs.

If a problem occurs, please contact Heather Van Der Linden, Library Supervisor at 605-393-7785, leaving a message if no answer. If Heather is unavailable and immediate assistance is needed - please contact Mr. Kelly Daughters (during games).

**No student and/or person under 18 can be responsible for use of library concession and have possession of concessions key.**

One to two adult representative(s) must sign in order to use library concessions/key:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Librarian's Approval \_\_\_\_\_ Date: \_\_\_\_\_

*Approved by Faith Public Library Board August 2019*

Use of Library as Meeting Room

I, \_\_\_\_\_ (name) of \_\_\_\_\_ (Group) will be personally responsible for the use, care and cleaning up of the library following the group meeting/event. This includes bathrooms, checking of running water, toilets etc.; cleaning off tables, picking up of floor (vacuuming, if needed), picking up of any trash and disposing of it in outside receptacle, turning off lights and locking doors. Keys must be returned after meeting/event as agreed upon with Library Supervisor.

If library is used during open hours, all rules still apply. Group leader(s) must note that library is used by all and are expected to supervise their group in following all library rules. The librarian is in charge of other individuals not a part of that group. Anyone not complying with library rules will be asked to leave and library privileges may be suspended.

If damage occurs during event, that adult representative(s) (below) is/are responsible for all incurred costs.

If a problem occurs, please contact Heather Van Der Linden, Library Supervisor at 605-393-7785 and leaving a message if no answer.

No student/person under 18 can be responsible for use of library.

One to two adult representative(s) must sign in order to use library.

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Librarian's Approval \_\_\_\_\_ Date: \_\_\_\_\_

*Approved by Faith Public Library Board August 2019*