

RENTAL USE OF ACTIVITY CENTER

The Goshen County Library Foundation Board of Directors permits and encourages the use of the Activity Center. The responsibility for public use of the building is the responsibility of the Goshen County Library Director and to those she delegates the authority.

A fee of \$25 paid in advance will be asked of individuals or groups renting the Activity Center at 2017 East A St. **Please write check payable to Goshen County Library Foundation & deliver or mail to 2001 East A Street, Torrington, WY 82240.** Make the check for \$25 (non-refundable) to reserve the building. **Fee for extended use of the Center will be negotiated separately.**

There is no refrigeration on site. Chairs & tables are available. All other equipment/supplies are responsibility of the user. Please remove all your possessions. We recommend bottled water for best taste.

*NO ALCOHOLIC BEVERAGES ARE ALLOWED IN CENTER OR ON THE PROPERTY.

*NO SMOKING IS ALLOWED IN CENTER BUILDING. Any evidence of smoking or drinking alcohol in the center will result in the loss of your future privileges!

* RENTER IS RESPONSIBLE FOR COST OF DAMAGES.

Things for renter to check and do:

1. Do not prop open any doors.
2. Return chairs and tables to where they were before your event was held.
3. Remove trash.
4. Take all garbage to alley dumpster.
5. Shut off all lights before leaving.
6. Verify front & back doors are shut by testing both doors from the exterior prior to leaving.

7. Leave building in condition as received. Sweep and mop as needed.
8. Return key to library staff during library hours or after hours thru alley book drop in key container at the end of the rental period to avoid additional fees for extra days.

I/ We have read & agree to the statements above by completing information below & enclosing pre-payments.

DATE TO BE USED: _____ EVENT: _____

START TIME: _____ ENDING TIME: _____

RENTER SIGNATURE(S) _____

Print Name(s) CLEARLY: _____

ADDRESS: _____ Town: _____ State: _____ Zip: _____

PHONE _____ ; CELL # _____

----- Section below for Staff Use -----

Rent Amt. \$ _____ by Ck# _____ or Cash ; Deposit Amt. \$ _____ by Ck# _____ or Cash

Date Key & Container Checked Out : _____ Time: _____ a.m./p.m. By Staff: _____

Date Key & Container Returned: _____ To Staff: _____ Time _____ a.m./p.m.

Date Key & Container Found in Bookdrop: _____ Time _____ a.m./p.m. By Staff: _____

Date Building Inspected: _____ Time: _____ a.m./p.m. By Staff: _____