



MEETING ROOM LIABILITY AGREEMENT

Name: _____

Organization: _____

Reservation Date(s): _____

You are responsible for set-up and tear down of all tables and chairs being used.

Liability:

- The use of alcohol is not permitted in the Peabody Public Library or on Peabody Public Library grounds.
- No red, orange, grape or dyed drinks are permitted.
- All food and related refuse must be removed from the Library premises immediately after the event. No food may be left or stored in the meeting rooms for future meetings.
- Applicants are responsible for damages to facilities and equipment and for provision of clean up.
- For security purposes, DO NOT prop open doors. If egress is needed to access the patio, see the Librarian in Charge.
- Any damage to Library property is the responsibility of the meeting room user. Should an applicant damage the facilities of the Peabody Public Library, such applicant shall be responsible to pay the cost of repair or replacement and/or cost of cleanup. Should an applicant fail to pay, and the Peabody Public Library must resort to the court to collect any debt owed, the applicant shall be responsible for reasonable attorney fees and all court costs incurred.
- Fees are non-refundable.
- Groups will be responsible for turning off lights, utilities and moving trash and/or trash bags to the dumpster.

I have read and understand the Library Policies and agree to abide by them.

Signed

Date