



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:

- Table decorations ONLY.
- Do NOT use tape on any door, window, wall, windowsill, wall or ceiling light, door frame, ceiling tiles, floor tiles, meet room divider, electronic equipment or permanent structures in the room.
- 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.
- Attempting unauthorized entry into the Library's network or to any other computer system is prohibited.
- No outside equipment, including but not limited to, domestic or wild animals, bouncy houses, toys that may cause injury, gymnastic equipment, portable trampolines, etc. are permitted in the meeting rooms. The only furniture permitted in the meeting rooms are the tables, chairs, and technology equipment that comes with it. The library must comply with insurance requirements for public use of the meeting rooms.

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

Signed

Date