

TOLEDO PUBLIC LIBRARY

173 NW 7th ST
Toledo, OR 97391
Phone: 541-336-3132

OFFICE USE ONLY	
Entered on Calendar by:	
_____	_____
Staff initials	Date
Confirmed by:	
_____	_____
Director's initials	Date

APPLICATION TO USE COMMUNITY ROOM

Thank you for your interest in using the conference room at Toledo Public Library. The room is available to registered non-profits for no cost or for \$50 per event for private use. Room availability is generally on a first come, first served basis. Events outside of the regular open hours of the library can be problematical. Please make sure you have read and understood the procedures for after-hours use.

GENERAL ROOM USE RULES are stapled to this application. Please read them and sign that you have read and understand them. You should retain these guidelines for your use.

I _____ have read and understand the rules for use of the Toledo Public Library Community Room.

SIGNING UP GUIDELINES

1. Complete this form and submit it to the librarian on duty. We will check the calendar immediately if it is possible. If it is not possible to check immediately, we will call you to confirm your date. Do not assume you are cleared to use the room until we confirm with you.
2. Check the hours of operation of the library. If you wish to meet outside those hours, you must make arrangements to pick up the key to the downstairs door and return it directly following the close of your event through the book drop on the front of the library. If someone is using the room before you, this might not be possible, so make sure you have completely communicated your needs on this form.

I am applying for the right to use the library community room on the following dates at the following times: DATE(S): _____

TIME(S): _____

PURPOSE FOR ROOM USE: _____

PRINT FULL NAME: _____

First

Middle Initial

Last

ORGANIZATION: _____

TELEPHONE: _____

MAILING ADDRESS: _____

STREET ADDRESS (if different): _____

E-MAIL ADDRESS: _____

By a signing below I promise to comply with all its rules, to pay fees or damages charged to me promptly, and to give immediate notice of change in my address or phone number.

Signature

Date

Print name

Please write any information below that you want the library to know about your event in order to better assist you.

OSHA has now issued specific regulations for businesses regarding COVID 19. Those regulations will be enforced at the Toledo Public Library.

Toledo Public Library Community Room Checklist. Please complete and return to library front desk.

The following items are required	√
1. Disinfect any and all surfaces that are touched by members of your group including:	
1.a. Restroom	
1.b. Kitchenette	
1.c. Chairs and tables	
1.d. Window covering adjustment pulls and knobs	
1.e. Door handles	
2. 6 foot distancing was maintained between individuals	
3. No more than 21 individuals were present	
4. Chairs and tables have been returned to storage	
5. Garbage has been removed. If the amount is small, place it in the library's garbage can outside. If the amount is large please take it with you	
6. Floor has been swept if necessary	