

Rules for use of the Ellington Farman Library Association Multi-Purpose Room

1. Maximum capacity of 50 people.
2. Do not use tape to secure decorations.
3. Artificial candles ONLY.
4. No smoking, including e-cigarettes.
5. No illegal drugs.
6. No firearms or other weapons.
7. No Silly String, Glitter or Confetti.
8. No excessive noise.
9. Service animals ONLY.
10. No Alcohol, including Champagne.
11. Do not leave any food in refrigerator.
12. Leave the room as you found it. Take garbage bags with you.
13. Check bathroom – flush toilet – Be sure toilet water is not running when you leave.
14. Cover tables with plastic table cloths when doing crafts, especially paint or glue. Library does not supply plastic table cloths.
15. Wipe tables as needed.
16. Sweep, vacuum or mop floors as needed.
17. Do not leave any projects. If you make it, you take it.
18. Turn off lights, set thermostat, lock and close doors.
20. Children and youth groups may use multi-purpose room with adult supervision.
21. Groups may not use library as a contact number when using multi-purpose room.
22. Absolutely no admittance into the library during any rental of the multi-purpose when the library is closed.
23. Use of Television by request
24. Food items in the refrigerator or supplies in cupboards are for library use only.

Kitchen use:

1. Make sure oven is turned off.
2. Do not leave food products on counters, in the oven, in the sink or in the refrigerator.
3. Make sure refrigerator door is closed.

Use of outside area will be approved separately.

A \$25.00 security deposit will be due when request has been approved. Deposit will be returned after the event if the room is clean and no janitorial services are needed.

A suggested donation of \$50.00 prior to use for social activities in the multi-purpose room. Community non-profit Organizations may use the multi-purpose room free of charge, but are still required to pay the \$25.00 security fee.