Hamilton Public Library
Room Use Checklist

The Hamilton Public Library welcomes your use of this facility. In an effort to help maintain
the library spaces and amenities, as well as, provide statistics we are required to report annually,
groups must complete and return this form each time the room is used.

Group or Organization: ____________________________________________________

Individual Responsible:____________________________________________________

Address:_____________________________________ Phone:_____________________

Email Address:____________________________ Cell Phone:_________________

Date of Program: __________ Purpose for Room Use: __________________________

Total Program Attendance:___________

1._____ The room has been returned to the original condition, including returning all
furnishings and moveable items to their storage areas in the room.

2._____ All items and supplies brought in by the group have been taken back out (including
 leftover handouts, notes, fliers, refreshments & paper goods), and the refreshment
 area is cleaned and left in an orderly manner.

3._____ All audiovisual equipment that was used is in proper working condition, and has been
correctly turned off and stored.

4._____ Lights are turned off.

5._____ Secure the space-- Windows and doors are shut tightly and locked. If last to leave the
building, be sure handicap accessible door opener is turned off and external door into
the back hallway is locked securely.

Notes for library staff:

Please return this form and any keys to the circulation desk. If the library is not open at this
time, please leave the form and keys on the refreshment counter next to the sink.

Thank you for your cooperation and support in helping maintain these resources.

We hope you enjoyed the use of these facilities.