

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.**

