

Genesee Library
Equipment Extended Loan/Usage Policy
Equipment/Furniture Rules

Any person or Organization willing to abide by the library's rules may use the approved equipment and furniture.

RULES:

1. Equipment/ Furniture form must be filled out and turned in and approved by the director.
2. The Genesee Library will have priority use for equipment/ furniture.
3. Person/ Organization using the Equipment/ furniture are asked to donation to the library.
4. The Person/ Organization signing of this agreement is held accountable for any damages or cleaning fee to the equipment/furniture.
5. The Genesee Library does not endorse or support the purpose of any Person/ Organization by allowing that Person/ Organization the use of the equipment/furniture.
6. All equipment/furniture should be returned clean. If not a cleaning charge of \$5.00 per table and \$2.00 per chair will be billed the Person/Organization signing this agreement.
7. Any problems will be reported to the director as soon as possible.
8. The Genesee Library reserves the right to discontinue any person/organization Extended Loan/Usage Policy if rules are not followed.

I HAVE READ AND AGREE TO FOLLOW THE RULES:

NAME: _____

DATE: _____

Genesee Library Equipment/Furniture Form

Organization: _____

Equipment pick up date & time: _____

Date of event: _____

List of equipment/furniture: _____

Equipment drop of date & time: _____

Event Type : _____

Contact Person: _____

Address: _____

Phone Number: _____

Signature: _____

Printed Name: _____

Date: _____

To be completed by Library Director

Date and time above requested and filled our form: _____

The request was Approved _____ Disapproved _____ . Date: _____

The Equipment/Furniture rules was signed Yes _____ NO _____

Equipment/Furniture returned cleaned Yes _____ NO _____

Equipment/Furniture returned damaged Yes _____ NO _____ Remarks:

Director Signature: _____