



**LEIGHTON TOWNSHIP LIBRARY
FACILITY RULES AND REGULATIONS**

AVAILABILITY:

The large meeting room (capacity seating 125) in the Leighton Township Library is available for rent. All library functions have first priority over rentals. The rental must be scheduled in advance and is subject to the following fees, rules, and regulations. The scheduling will be done through the director of the library.

FEES:

Two checks are required:

Leighton Township Residents: Rent - \$50, Deposit - \$50

Non-Residents: Rent - \$75, Deposit - \$75

The deposit will be returned if the conditions of this agreement are met.

RULES AND REGULATIONS:

1. No alcoholic beverages may be served or consumed on the property (inside or outside).
2. No red punch may be served in the building.
3. No food shall be prepared in the building. With the approval of the library board, grills or other food preparation equipment may be used outside of the building.
4. No smoking is allowed in the building.
5. No animals are allowed in the building without the approval of the library director.
6. Non-profit groups or organizations, as recognized by the federal government, may use the facility without cost. Non-profit groups will not be charged a deposit fee but must sign the Leighton Township Rental agreement.
7. The facilities may not be used for gambling.
8. Nails, tacks, tape, or other adhesives may not be used on the walls, windows, or ceiling of the building.
9. Anyone using the facilities is responsible for removing garbage from the library building. Tables and chairs must be returned to their original locations.
10. The building must be returned to its original condition by 10 PM of the day of use.
11. Anyone using the facilities will be billed for any cost for cleaning, repairs, garbage removal, or other expenses incurred by the library related to the use of the building and grounds not covered by the deposit.
12. The library is not responsible for articles left on the premises.

A SIGNED APPLICATION FORM AND FEES ARE REQUIRED TO SECURE RENTAL.