

**Pope County Library System
Russellville Library Heritage Hall Use Policy**

A nominal fee of \$25.00 is required to reserve the hall. The fee helps to cover the maintenance and operation of the historical building.

No political, religious, or for-profit group may use the meeting hall. A function such as a nonpartisan forum is permissible. Employment agencies, local businesses, and other companies may reserve the hall for hiring events and job fairs if there is no charge to attendees. Organizations that have a valid 501c3 non-profit status, with verification, will not be charged the \$25.00 fee for use of the meeting hall. The hall may not be used for private parties such as baby showers, birthday parties etc.

The person reserving the hall is responsible for picking up a key to the building when the library is open. The key must be returned to the library immediately after use. If the library has closed for the day, please place the key in the bag provided and drop it in the outside book return, located at the southwest corner of the main library. A fee of \$35.00 will be charged if the key is lost.

- The hall must be left as it was before use, all lights turned off, and front and back doors locked.
- All food items, decorations, trash, and any items brought into the hall for an event must be removed after use. Kitchen areas, floors, and bathroom must be clean after use.
- If stacking chairs are used, they must be stacked correctly in their holders after use.
- If any furniture or rugs are moved, they must be placed back in their original position.
- The person or group reserving the hall is responsible for damages due to their neglect or actions.
- The sale and/or use of alcohol is prohibited.
- Renters will be held responsible for anyone entering and damaging the hall if the renter neglected to lock the front and back doors.

Date & Time Requested: _____

Type of Event: _____

Name of Group and/or Individual Reserving the Hall: _____

Phone: _____ Paid: \$_____ Cash or Check #: _____

I have read the above policy and accept and agree to all the terms and conditions herein:

Signature: _____ Date Signed: _____