DeRuyter Free Library
735 Utica Street
DeRuyter, New York 13052
Phone / Fax 315-852-6262

Policy # 16 USE OF LIBRARY ROOM AND EQUIPMENT

LIBRARY ROOM

No one may use the Library room without prior approval by the Library Director or a Board Member.

REGULATIONS FOR USE OF THE LIBRARY ROOM

A request form for use of the Library must be turned in and approved.

Unless other arrangements have been made, keys for the Library must be picked up at the Library during regular hours and returned to the Library on the next Library day.

All windows have to be closed when leaving.

Heat needs to be turned down when leaving.

The Library must be put back in order.

The Library is not liable for any accidents or injuries occurring during the use of the Library.

LIBRARY EQUIPMENT

No one may use any library equipment without prior approval by the Library Director or a Board Member.

REGULATIONS FOR USE OF LIBRARY EQUIPMENT

Library Director or Board Member must be present during all use of Library equipment.

A request form for the use of the Library must be turned in and approved.

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Request Form for use of the DeRuyter Free Library

Date _____

REGULATIONS FOR USE OF THE LIBRARY ROOM

A request form for use of the Library must be turned in and approved.

Unless other arrangements have been made, keys for the Library must be picked up at the Library during regular hours and returned to the Library on the next Library day.

All windows have to be closed when leaving.

Heat needs to be turned down when leaving.

The Library must be put back in order.

The Library is not liable for any accidents or injuries occurring during the use of the Library.

Organization / Individual _____

I am applying for the use of the Library. Regulations for the use of the Library have been read and we / I agree to comply with them.

Date of use requested _____

Time needed from _____ until _____

Nature of use _____

Signature of person taking responsibility _____

Approved by_____ Date _____

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Request Form for use of DeRuyter Free Library Equipment

Date _____

REGULATIONS FOR USE OF THE LIBRARY EQUIPMENT

A request form for use of the Library must be turned in and approved.

Library Director or Board Member must be present during all use of Library equipment.

The Library is not liable for any accidents or injuries occurring during the use of the Library.

Organization / Individual _____

I am applying for the use of the following Library equipment. Regulations for the use of the Library Equipment have been read and we / I agree to comply with them.

Date of use requested _____

Equipment needed _____

Time needed from _____ until _____

Nature of use _____

Signature of person taking responsibility _____

Approved by_____ Date _____