

# *Evergreen Community Library*

*253 Maple Street ~ Metamora, OH 43540*

419-644-2771 ~ 800-308-8603 ~ [www.evergreencommunitylibrary.org](http://www.evergreencommunitylibrary.org)

The following conditions must be met when renting the Evergreen Community Room in order to have your security deposit returned:

1. All tables and chairs must be returned to the mechanical room. All round tables should be put on their racks ( 6 tables to each rack ) and the chairs stacked no more than 8 high. If a chair has been soiled and it cannot be wiped clean, please leave the chair with a note for the custodian so that the stain can be taken care of. Two six foot tables can stay up in the meeting room.
2. The floor should be swept.
3. All trash must be carried out and put in the dumpster on the side of the Fire Dept. Building on Mill Street.
4. Absolutely no Tape or Tacks are allowed on any painted surfaces.
5. The microwave, refrigerator, and oven should be left clean and empty.
6. Only one roll of paper towels will be supplied for your party. Additional rolls must be supplied by the renter.
7. The key to the Community Room should be placed in the plastic case and put in the book drop.

No Smoking.

No Alcoholic beverages.

No damage to the room or furnishings.

Strict compliance to the hours of rental agreed upon.