



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690

www.columbiaheightsmn.gov

COLUMBIA HEIGHTS PUBLIC LIBRARY

**FACILITY USE POLICY
RESPONSIBILITY FORM**

I, the undersigned, as a representative of the following named organization, do hereby understand that I and my group are to leave the meeting room of the Columbia Heights Public Library in good condition after our use of it. Any damage incurred as a result of our use of the room will be the responsibility of myself and the group.

I understand that the library is not a sponsor of my program or meeting and that it assumes no responsibility for the program or its contents. Notices and advertisements may list the library as the location but will clearly identify the program sponsor and will not imply either library endorsement or library sponsorship.

I further guarantee that the room will not be used for a profit-making enterprise either by myself or the group.

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Group name and address _____

Group representative _____
Signature _____
Print name _____
Phone number _____
Date _____

Room reserved (circle one): Community Room #100 (up to 100 people) History Room#130 (12 people)
Small Meeting Room #132 (6 people) Craft Room #136 (6 people)

Library personnel