

**REDWOOD FALLS PUBLIC LIBRARY  
MEETING ROOM DEPOSIT USER AGREEMENT**

This agreement, made and executed this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by and between the Redwood Falls Public Library, 509 South Lincoln, Redwood  
Falls, MN, owner of the Meeting Room in the Library and \_\_\_\_\_.

In consideration of a \$25.00 deposit for usage of the Meeting Room, user agrees to the  
terms and conditions of the Library Meeting Room Policy. The Library agrees to reserve  
the Meeting Room on \_\_\_\_\_ beginning at \_\_\_\_\_ am/pm and  
terminating at or about \_\_\_\_\_ am/pm.

The User agrees to leave the premises at the conclusion of their meeting in as good as  
conditions as the premises were at the beginning of use, reasonable wear and tear or  
unavoidable casualty expected. Liability for cost of replacing or repairing any part of the  
Meeting Room damaged by User or employees of User, or guests shall rest solely with the  
User. If Meeting Room is NOT vacuumed, tables put away and tops wiped off, garbage  
bagged and room left in order, said deposit will be retained by the Library and future use  
will require a new deposit.

User agrees to fully comply with all terms and conditions of this agreement and attached  
Policy for Use of Library Meeting Room.

In Testimony Whereof, the User hereto causes the agreement to be validly executed in  
his/her respective name, and if representing an organization, further represents and  
certifies that he/she is a duly authorized agent of said entity and authorized to sign on  
behalf of said entity.

\_\_\_\_\_  
Name of User, Please Print

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to: Redwood Falls Public Library  
509 South Lincoln  
Redwood Falls, MN 56283