

Library and Meeting Room Use Agreement

Agreement made this ____ day of ____ in the year ____ by and between the Woodstock Historical Society, Inc., 26 Elm Street, Woodstock, VT and _____, _____ hereafter referred to as the USER.

The Woodstock Historical Society and the USER mutually agree to abide by the following conditions of this agreement.

1. The Woodstock Historical Society agrees to allow USER to make use of the John Cotton Dana Library and Meeting Room at 26 Elm Street, Woodstock, VT on the ____ day(s) of _____ in the year _____ to accommodate approximately _____ people for the purpose of: _____

2. The USER agrees to pay a damage/cleaning deposit of \$ _____ which will be fully refunded to the USER within one week following the event provided the terms of this agreement are met.

3. Use of the John Cotton Dana Library and Meeting Room includes the hours of _____ to _____. All guests must vacate the premises by _____.

4. This agreement includes use of the small kitchen and access to the rest rooms. There are no cooking facilities in the kitchen; the USER may make use of the coffeemaker, refrigerator, microwave and the sink and counter space.

5. Extreme care shall be exercised when serving or consuming food or drink in the meeting room. Spills must be avoided and the tabletops and floor be kept clean.

6. Guests may use Woodstock's public parking lot on Pleasant Street or on street parking. The parking lot adjoining the Historical Society grounds is rented to private permit holders on an annual basis and may not be used.

7. Smoking is NOT permitted anywhere in any Woodstock Historical Society building,

8. USER agrees to leave all facilities as found, in a clean and orderly condition and that all trash, garbage and debris will be removed from the facility

9. The USER releases the Woodstock Historical Society, Inc., its trustees, officers, staff, and agents from any and all liability which may arise from any purchase, delivery, storage, or dispensing of alcoholic beverages by the USER, agents, contractors or others associated with this event, and warrants that he/she will hold them harmless and indemnify them for any claims arising out of said activities.

