

**SABINA PUBLIC LIBRARY
LIGHTNER HOUSE AGREEMENT**

The Board of Trustees of the Sabina Public Library is pleased to let you use its building at 146 North Howard Street, Sabina, Ohio on _____.
The use of this building is a privilege. If this privilege is abused, the Board will not grant you further use of the building. Please read and note the following conditions concerning your use of the building.

1. To be eligible to use the building, you must be at least twenty-one (21) years or older.
2. The house is expected to be left in the same condition, as it was when you went in to use it.
3. All lights are to be turned off when you leave the house. Also, make sure all toilets have been flushed and are not running, and that all water has been turned off and the range has been turned off.
4. All windows are to be closed and secured upon leaving the building. The door to the bathroom should be left open when leaving the house. Front and back doors should be locked.
5. Removal of trash is the responsibility of the person or persons using the house. A trash dumpster is located in the back of the house near the ramp.
6. No alcoholic beverages/drugs will be permitted.
7. No smoking permitted inside the house.
8. The house should be vacated by midnight and the key placed in the BOOK DEPOSIT near the front door of the library.
9. No parties for teenagers will be permitted.
10. Furniture will not be removed from the Lightner House. Furniture moved around the Lightner House can be left as is with the exception of the large wooden conference table. If this table is moved to another room it should be returned to the dining room (room just inside the back door).
11. No candles lit for decorative purposes. (This does not include candles on cakes.)
12. Do not use tape, tacks, etc. to hang decorations on papered walls.
13. A fifty dollar (\$50) CASH deposit will be required at the time the key is picked up. Twenty (\$20) will be returned the next business day if the house is cleaned. If deposit is not picked up after 90 days the entire amount will go into our Lightner House Fund.
14. An individual may not use the house for the purpose of making money. (Ex. No Avon or Jewelry parties, rummage or craft sales, etc.)

No groups, organizations or individuals will be allowed to regularly book the house on Saturdays and Sundays. (Reason being: Since the library is closed on Sunday, Saturday bookings would also tie the house up for Sunday bookings and Sunday bookings would need to pick up the key before noon on Saturday and would tie the house up for Saturdays.)

NAME: _____
ADDRESS: _____
PHONE NUMBER: _____
SIGNATURE _____ DATE: _____

PLEASE INITIAL AND DATE THIS FORM WHEN THE DEPOSIT IS RETURNED _____

Contacts in Case of an Emergency: 937-527-3613 or 584-4639

(revised 1/21/16)