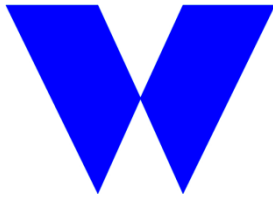


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Last Name, First Name

**WILTON LIBRARY**



CONTRACT FOR RENTAL OF STUDY ROOMS: A copy of the contract will be signed by Renters at the time of their first reservation and kept in the file cabinet at the Reference Desk.

Wilton Library Association has six study rooms available for rent. Five rooms (A, C, D, E, and F) can each accommodate a maximum of six people; one room (B) can accommodate a maximum of two people.

Rooms may be reserved up to one week in advance. A Session is one use of a room with a maximum time of three consecutive hours. Rooms not reserved in advance will be made available on a first-come, first-served basis with the charges set forth below. Students (through grad school or researchers at the discretion of the Reference Staff) will not be charged a fee (College and grad students must present their student ID card when reserving or using a study room). However, if students are meeting with a paid tutor, the tutor will be responsible for paying room charges. Room charges are intended to apply to those engaged in commercial endeavors or deriving economic benefit from activities taking place during the session.

**Room Charges:**

One Time Use	\$10.00 per session
25-Use Card (includes \$25.00 savings )	\$225.00

25-Use Cards may be purchased at the Reference Desk with cash, check, or credit card (MasterCard or Visa). Reservations for Study Rooms may be made at the Reference Desk in person or by telephone. At the time of use, cards or cash must be presented to the Reference Librarian.

Study Rooms will be kept locked. When Renters arrive, the Reference Librarian on duty at the Reference Desk will unlock the door for them. The lock will be kept in the “locked” position while the Renter is in the room. When Renters complete their reservations, they are responsible for pulling the Study Room door closed so that it remains locked, removing any food they have brought in from the Study Room, closing any windows they may have opened, and leaving the room in the clean condition they found it. Rooms must be occupied by Renters at all times (except for minor absences to obtain materials, use rest rooms, and the like). Renters concerned about the safety of possessions left in the room during these brief absences may lock the room and ask the Reference Librarian to unlock it for them upon their return.

If Renters do not arrive within 15 minutes of their reservation, the room may be given away to another Renter. There will be no refunds to the original Renter for “no-show” sessions and sessions less than 3 hours will not be prorated.

I understand and agree to the terms of this Contract.

\_\_\_\_\_ I am engaged in a commercial endeavor.

\_\_\_\_\_ I am not engaged in a commercial endeavor.

Date \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Accepted By \_\_\_\_\_