

**Rye Public Library**  
**Community Meeting Room (CMR) Usage Sign Out Form**

Please Check (x)

**LIGHTS**

- On the back wall -there are three sets of lights. Please make sure all three switches are in the "Off" position.
- In the lobby just outside the CMR - there is a light switch on the wall to the left of the elevator. Please turn this light off.
- In the lobby at the top of the stairs - there is a light switch on the wall to the right of the elevator. Please turn this light off.

(There are several lights in the building which will remain on all night.)

**CHAIRS and TABLES**

- 12 blue chairs (stacked 4 high in front of the closet door)
- 2 oblong tables in front of the white board
- 4 blue chairs tucked in under the two tables with the backs facing the white board
- 3 blue chairs stacked next to the podium
- 2 round tables and 6 wooden chairs along the side of the wall facing the kitchen

**EMERGENCY EXIT DOOR in the Community Meeting Room**

- Please check to see that this door is closed tightly and the dead bolt is locked securely in place.

**BATHROOMS / ELEVATOR**

- Please check both the bathrooms and the elevator to make sure that everyone has exited the building.

**ENTRANCE DOORS (2)**

- As you exit the building, please make sure the entrance doors are securely locked by pulling on the outside handles after you exit the building. **THIS IS MOST IMPORTANT! TRY THE DOORS AFTER YOU CLOSE THEM.**

SIGN OUT TIME	_____	Date	_____
Name	_____	Group Name	_____
Address	_____	Phone Number	_____

The person requesting the use of the **CMR** should be the last person leaving the building. Your signature indicates your compliance with these procedures. Please understand that non-compliance may result in the loss of your privilege to use the building in the future. Our goal is to keep the building safe and secure.

Please leave one copy of this form on the table in the CMR before exiting the Library.