

Agreement for Serving Refreshments in the Library Athenaeum

Any groups planning to serve food in the Athenaeum will be required to adhere to the following rules:

1. The Athenaeum is not an appropriate venue for serving meals. Appropriate food items include dry finger foods such as cookies. Items which can be spilled easily or which have a strong odor may not be served. Examples of items which cannot be served in the Athenaeum include: any meals (including box lunches), pizza, popcorn, muffins, or cupcakes. **All menus require pre-approval by Library administration.**
2. Suggested beverage items are: water, cider, juice, coffee or tea (no red drinks, please). Alcohol is not permitted in the Athenaeum or the Library.
3. Your group is responsible for supplying the food items, beverages, serving plates, pitchers, urns, plates, cups, napkins, utensils, and any other items needed to serve refreshments.
4. The library staff cannot provide assistance with: filling water containers, supplying paper goods or any other supplies.
5. Event attendees may not take food or beverages outside of the Athenaeum into other areas of the library.
6. Your group must do a thorough cleanup of the room at the immediate end of the event. All trash must be picked up and put into the appropriate trash receptacles outside the entrance of the Athenaeum. All leftovers must be removed.
7. The Library's custodian will vacuum the floor and empty the trash containers after your event.
8. Event planners must report any type of spill to Library administration immediately following the event.

Any violation of these policies will be determined by the Library administrators and will result in a fine of **\$50**. This fine will be automatically deducted by the Business Office from the account of the individual designated below.

Name of Event _____

Date of Event _____ Time of Event _____

Proposed Menu _____

Print Name of Designated Group Representative _____

Signature of Designated Group Representative _____

Date Signed _____

Menu Approved _____ (office use only)