

**BERNARDS TOWNSHIP LIBRARY**  
**TERMS OF USE OF BTL'S PROGRAM ROOM KITCHEN**

BTL's Program kitchen may be used by a group/organization under the following terms and conditions:

1. An organization or group must provide its own refreshments and supplies.
2. Refreshments and supplies may be brought to the kitchen just prior to the time at which the event is scheduled to begin, as the BTL kitchen may be accessible to and used by others in the hours preceding the event and the BTL cannot be responsible for any lost or missing materials that are left unattended prior to the meeting.
3. Stovetop burners and the oven must be turned off following use. Both must be cleaned of any spills or debris.
4. All other BTL utensils should be washed and dried and replaced in the cabinets and drawers from which they were taken.
5. All leftover refreshments (**particularly perishable foods**) and supplies brought to the kitchen must be removed or discarded.
6. All recyclables must be separated from other trash and removed from site. Other waste from groups of less than 25 attendees may be placed in a lined kitchen waste container and left in BTL's kitchen. Waste from groups of more than 25 attendees must be removed from BTL.
7. In general, after the organization or group utilizes the kitchen, the kitchen must be restored to the same condition it was in prior to the event.
8. If attendee(s) damage any kitchen equipment or the kitchen is not properly cleaned, the Program Coordinator may require the organization or group to compensate BTL for repair, replacement or cleaning costs.

Organization or Group: \_\_\_\_\_

Designated Responsible Representative (DRR): \_\_\_\_\_

DRR's BTL Library Card No.: (required) \_\_\_\_\_

Home/Work Telephone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of DRR