**Storage Policy**

* The Nevada Library has limited storage available in the basement of the building for community organizations. The space is available on a first-come, first-served basis.
* A Storage Agreement must be signed by the organization and the Library and renewed annually in December.
* For $5.00 each, the organization will be provided with a closed, labeled, storage box. Library staff will provide access to the container(s) during regular library hours, and only to the officers or individuals listed on the Storage Agreement. Permission for other individuals or any member of said organization may be granted by individuals on the list. All items must fit inside the box with the lid closed.
* Permission to use the basement storage area does not imply the Library's endorsement of any organization using the storage facilities.
* In consideration of the Library's granting storage permission, the users promise, covenant, and agree to hold the Library and the City of Nevada, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the storage of materials on the Library premises.
* When the organization no longer exists or the library no longer has a current contact person, the contents of the box(es) become the property of the Nevada Public Library and after two years may be disposed of.
* Either the Nevada Public Library or the organization may void the Storage Agreement with 30 days written notice.

**Nevada Public Library**

**Storage Agreement**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact #1:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact #2:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Additional individuals from the organization with permission to access materials:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Nevada Public Library will provide storage space for the organization in the basement of the Library until December 31, \_\_\_\_\_\_\_. A member of the organization will come in December to verify the contents of the box(es), update any contact information, and to renew this Storage Agreement.

The organization agrees to keep the materials in closed, labeled containers provided as set forth in the Storage Policy. Access to the material is not for the general public and is available during regular Library hours and limited to the individuals listed above.

In consideration of the Library's granting storage permission, the users promise, covenant, and agree to hold the Library and the City of Nevada, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the storage of materials on the Library premises.

Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_