

Meeting Room Use Agreement

Name/Organization

Contact Person

Phone

Room Reserved

Date of Reservation

Date of Event

Time of Event

Amount Due

Payment Method

Temporary Door Code

User Responsibilities

1. Those who have booked meeting rooms must comply with the library's usage policies and guidelines. The library reserves the right to deny future reservations to any person or group who egregiously or repeatedly fails to follow these rules.
2. No alcoholic beverages can be served or consumed in meeting rooms.
3. The entire library property is tobacco free. No vaping is allowed on premises.
4. While the library does provide some furniture and equipment for meeting rooms, groups are responsible for both setting up and breaking down the room. This includes arranging chairs and tables, using equipment, returning items to their appropriate storage places, and throwing away all trash.
5. If any damages to the rooms, equipment, or furniture are caused during a meeting, the library will hold the group responsible and liable for the necessary repairs.
6. While using a meeting room, groups and individuals agree to:
 - Comply with all federal, state, and local laws
 - Abide by the library's Code of Conduct
 - Ensure their activity and noise levels do not disturb regular library operations
7. An organization denied the use of the meeting facilities may appeal to the Library Director for reconsideration by submitting a written request for reinstatement.
8. Any group or individual who uses the public meeting rooms acknowledges that the library and its employees cannot be held liable for any personal injury or property damage resulting from their use of library facilities.

By my signature I acknowledge that I have read, understand, and agree to the Meeting Room Policy.

X
