

Library Meeting Room Use Agreement



CAMP VERDE COMMUNITY LIBRARY

130 Black Bridge Road Camp Verde AZ 86322 | 928-554-8380

good company always welcome...

Name of Organization: _____	
Person Responsible: _____	
Mailing Address: _____	
Phone: _____	Cell: _____
Email: _____	
Room(s) Requested: _____	
Date(s) of Use: _____	Time of Use: _____
Date & Time Needed for Setup: _____	
Description of Program/Activity: _____	
Est. Number of Attendees: _____	Total Hours of Use: _____

Will food be served?	<input type="checkbox"/>	Do you need training to run library equipment?	<input type="checkbox"/>
How many chairs?	<input type="checkbox"/>	Will you be bringing equipment, decorations, etc.?	<input type="checkbox"/>
How many tables?	<input type="checkbox"/>	Will you need a laptop? Projector? Display screen?	<input type="checkbox"/>

Meeting Room Rules for Use (please initial each statement to indicate agreement):

	I understand that I am responsible for arranging chairs and/or tables and returning the room to the arrangement prescribed by the library. Library staff is not available for room setup.
	I agree to return the room to a clean and orderly condition at the end of the program/activity.
	I understand that Library staff is not available to operate equipment at my event/program.
	The Library will NOT be responsible for any materials or equipment left in the building.
	I agree to keep attendance and remain in compliance with occupancy levels established by fire code. Setup must not block access to fire extinguishers or impede safe egress from the room.
	Advertising and sale of merchandise or other materials is forbidden on the premises unless

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	specific approval from the Library Director is obtained in writing prior to the meeting.
	Programs must be free of charge. A fee for workshop materials may be allowed on approval of the Library Director (Maximum of \$25.00/person),
	Copyright laws governing feature films and documentaries shown in library meeting rooms are legally permitted only if covered under a Public Performance License.
	Smoking is prohibited as are candles and open flames of any kind.
	Alcoholic beverages are prohibited on Library premises.
	Children 10 and under are not to be left unattended in the Library while parents/guardians attend meetings, programs or events.
	Groups will be charged for damage to room, equipment or furnishings beyond reasonable wear and tear
	Items such as pens/pencils, stapler, copies, scissors, tape, cups, plates, napkins, etc. are not provided with use of this room.

PLEASE READ:

TERMS & CONDITIONS: The undersigned hereby makes application to the Town of Camp Verde for use of a Library meeting room and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the facility, the surrounding property, and agrees to hold the Town and its agents harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of LIBRARY facilities.

Reminder: ***Use of the meeting room does not imply endorsement, support, or co-sponsorship by Camp Verde Community Library of the activities that take place in the meeting room or of the beliefs of the groups using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.***

I/We _____ have read and understand the ***Library Room Use Policy*** and agree to adhere to all regulations therein and on this form and in the ***Camp Verde Community Library Policies & Practices***.

I/We _____, its officers, employees and members shall through the signing of this Agreement by an authorized party or agent, agree to exercise the utmost care in the use of the LIBRARY facility, the surrounding property and to hold the Town of Camp Verde harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of LIBRARY facilities.

SIGNATURE: _____ DATE: _____