

O. MEETING ROOM POLICY

The Library offers resources to facilitate meetings and conferences between individuals and/or groups. Reservations are accepted according to advance scheduling. Meeting room guidelines are designed to assure the community equal access for the lawful pursuit of activities regardless of beliefs or affiliations.

The following **MUST** be followed when using the Library's meeting room:

1. The meeting room will be used only by the individual, organization/group named and only for the purpose specified herein.
2. The undersigned agrees that he/she will be responsible for assuring that all persons of the group using the room are informed of the conditions governing the use, and they will abide by all provisions contained herein.
3. Space is available only during regular business hours. Meetings **MUST** end fifteen (15) minutes before closing time of the Library. The meeting room **MUST** be vacated by the group on or before the specified time on the request form and the room will be left in good, clean condition.
4. Requests for the meeting room must be made on the Library Meeting Room Request Form.
5. To assure service and access for the entire community, reservations for the facilities are accepted on a first come, first serve basis.
6. Individuals, organizations/groups may use the meeting room for a donation of fifty (\$50.00) dollars for one to four (1 to 4) hours; or one-hundred (\$100.00) dollars for more than four (4) hours. Checks must be made to the Brazil Public Library.
7. Audio visual equipment owned by the Library is available for use but must be reserved in advance when the room is reserved. If individuals, organizations/groups need to use the Library's equipment, another donation of ten (\$10.00) is required for each.
8. Individuals, organizations/groups that regularly schedule meetings must schedule in advance each time. Bookings are not guaranteed.
9. Priority is given to Library sponsored programs that are scheduled in advance, however, the Library reserves the right to change or cancel a group's reservation.
10. Meeting space is to be used for educational, civic or cultural programs.
11. A forty-eight (48) hour notice is required for cancellation or reservation. If a reservation is cancelled without a forty-eight (48) hour notice, **DONATIONS WILL NOT BE REFUNDED.**

12. A copy of any press release, announcement, flyer, handbill, invitation etc., referencing a meeting at the Library **MUST** be placed **ON FILE WITH THE LIBRARY**. No press release, announcement, flyer, handbill, invitation etc., may state or imply that the group meeting is sponsored or endorsed by the Library. The use of the meeting room can be denied to any group that does not adhere to this policy and the room will automatically be cancelled.
13. Alcoholic beverages are **NOT** permitted in the Library.
14. Smoking is **NOT** permitted in the Library or within eight (8) feet of any library entrance. All open flames, including the use of candles are prohibited by the State Fire Regulations.
15. Individuals, organizations/groups must abide by the Library's Internet/Wireless Policy.
16. The undersigned and the individual, organization/groups will be responsible for providing the childcare and the supervision of all minors using the meeting room or minors accompanying individuals, organizations/group members to the meeting. **NO YOUNG CHILD WILL BE ALLOWED TO BE LEFT IN ANY AREA OF THE LIBRARY WITHOUT AN ADULT CHAPERONE**. The youth services area is NOT a childcare area.
(See Brazil Public Library's Safe Child Policy Section J).
17. The undersigned organization/group have inspected the meeting room, in its present conditions, and have found the room suitable for their intended purposes; and understand that the meeting room is provided by the Library with the above state fees and terms. The Library makes no warranties concerning the condition of the room and shall not be held liable for any injury to any person or property occurring in or about the meeting room during the use of the room by the individual, organization or group. The undersigned, organization/group agrees to hold the Library blameless from, and to indemnify and defend the Library against any lost, liability damage or expenses asserted on account of any injury to any person or property. (Whether the person or property of any member of the organization/group's use of the meeting room or resulting from a breach by the individual, organization/group of any provision of this request form.
18. The undersigned, organization/group agree to reimburse the Library for any property damaged caused by any individuals using the Library facilities or equipment. They also agree to reimburse the Library for the reasonable cost of any special or additional janitorial services made necessary or advisable because of individuals, organization/groups use of Library facilities or equipment.
19. **NOTHING** is to be glued, taped or adhered to in any way or to any surface of any kind belonging to the Library.

