

MEETING ROOM REQUEST FORM

Brazil Public Library
204 North Walnut Street
812-448-1981
Fax 812-446-3215

DATE OF REQUEST: _____ DATE CONFIRMED: _____
(money order or check received by the library
confirms the booking) (payment is not deposited
until date of meeting)

NAME OF
ORGANIZATION: _____

NAME OF PERSON REPRESENTING
THE ORGANIZATION _____

ADDRESS: _____

PHONE: _____

FAX: _____

DATE OF MEETING: _____ NUMBER OF ATTENDEES: _____

BEGINNING AT: _____ ENDING AT: _____

PURPOSE OF USE: _____

DONATION (1-4 HOURS) \$50.00: _____

OR

DONATION (MORE THAN 4 HOURS) \$100.00: _____

Signature of responsible party: _____

Staff Signature: _____

MEETING ROOM POLICY

The library offers resources to facilitate meetings between individuals and/or groups. Reservations are accepted according to advanced scheduling on a first come first serve basis. 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 organization 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 will be left in good, clean condition.
4. Requests for the meeting room must be made on the Library Meeting Room Usage 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. Groups may use the meeting room for a donation of \$50.00 for one to four (1-4) hours or \$100.00 for over four (4) hours on days the library is open. Checks must be made payable to the Brazil Public Library.
7. Organizations that regularly schedule meetings must schedule in advance each time; bookings are not guaranteed.
8. 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 reservations.
9. Meeting space is to be used for educational, civic, or cultural programs.
10. A forty-eight (48) hour notice is required for cancellation. If reservations are cancelled without a forty-eight (48) hour notice, **THE DONATION WILL NOT BE REFUNDED.**

11. A copy of any press release, handbill, invitation, etc. referencing a meeting to be held at the library, **MUST** be approved prior to its printing/publication placed **ON FILE WITH THE LIBRARY**. No press release, announcement, flyer, 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.
12. Alcoholic beverages are **NOT** permitted in the library.
13. 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.
14. Organizations and groups must abide by the Library's Internet/Wireless Policy
15. The undersigned and the organization/group will be responsible for providing childcare and supervision of all minors using the meeting room or minors accompanying 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 Safe Child Policy.)

16. The undersigned and the group have inspected the meeting room and have found the room suitable for their intended purposes in its present condition and understand that the meeting room is provided by the library with the above stated fees and terms if they apply. 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 organization/group; the undersigned and the organization/group agree to hold the Library harmless from, and to indemnify and defend the Library against any loss, liability damage, or expense asserted on account of any injury to any person or property whether the person or property of any member of the group's use of the meeting room or resulting from a breach by the group of any provision of this request form.
17. The undersigned and/or the organization/group agree(**S*) to reimburse the library for any property damaged caused by individuals using the library facilities.
18. They also agree to reimburse the library for the reasonable cost of any special or additional janitorial services made necessary or advisable because of their use of the library facilities. NOTHING is to be adhered to any surface of ANY KIND belonging to the library.
19. The use of the meeting room can be denied to any group that does not adhere to BPL's policy and the room will automatically be cancelled.

Prior to printing any publication, a copy of any press release, handbill, invitation, etc. referencing a meeting to be held at the library **MUST** be approved and placed **ON FILE WITH THE LIBRARY.**

No press release, announcement, flyer, etc. may state or imply that the group meeting is sponsored or endorsed by the library.