



MEETING ROOM REQUEST

ORGANIZATION:

PERSON RESERVING SPACE:

Full Name

CARD:

Check box

PHONE NUMBER:

EMAIL ADDRESS :

PURPOSE OF USE

DATE:

TIME :

ROOM SET-UP

BOARD ROOM

CLASSROOM

HORSESHOE

THEATER

SPECIAL REQUESTS:

HEAD TABLE

LAPTOP

MICROPHONE

SERVING FOOD

PODIUM

ROOMS

ONE

BOTH

ATTENDANCE:

SIGNATURE OF RESPONSIBLE PARTY:

By signing this agreement,
you will be held to the
standards of the meeting
room policy.

DATE:

STAFF APPROVAL

STAFF SIGNATURE:

DATE:

\$20 FEE:

Check box if
required.

By signing you are agreeing that this reservation is approved.

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.

To reserve the library's meeting rooms the following must be adhered to:

1. To reserve a meeting room, a fully completed and signed meeting room reservation form must be submitted for approval at least one week in advance of the event.
2. The meeting room will be used only by the organization named and only for the purpose specified herein.
3. The individual that makes the reservation is 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.
4. Space is available only during regular business hours. Room must be vacated fifteen minutes before the library closes.
5. The meeting room must be left in good, clean condition or use of meeting rooms can be revoked for future events. If there is damage to the facility, the cost of repairs or replacements may be charged to the individual that reserved the space.
6. Organizations that regularly scheduled meetings must schedule in advance for each reservation.
7. Reservations may not be placed more than six months in advance.
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 reservation.
9. Alcoholic beverages are not permitted in the library and all other library rules are to be followed while using the meeting rooms.
10. There is to be no open flame in the library at any time as it is prohibited by State Fire Regulations.
11. Refreshments served should be limited to those items easily disposed of light snacks, box lunches, etc. All refreshments should be consumed inside the meeting room, and trash placed in the appropriate receptacles. If food is to be served during the use of the facility, this must be disclosed at the time of the reservation. The kitchen near the meeting rooms is available by request only and no food is to be prepared on site. All food waste must be properly disposed of at the closing of the reservation time.
12. No press release, announcement, flyer, etc. may state or imply that the group meeting is sponsored or endorsed by the library. Any printed publicity must include the statement: "This program is not sponsored by the Brazil Public Library." Publicity is not to include the library's telephone number, nor may the library's name and address be used as a mailing address. Each group is responsible for its own publicity.
13. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed without notice.
14. Groups may re-configure the room for their needs, with the understanding that it is to be returned to its original set-up. Library staff are not responsible for re-arranging the meeting room.
15. Organizations and groups must abide by the Library's Internet Use Policy.
16. Groups wishing to have A/V equipment- television and sound, must request this at the time of reservation. Technical support is available, but limited and the use of this equipment is not guaranteed.
17. The organization or individual reserving the meeting space will be responsible for providing childcare and supervision of minors while using the facility. No minors are to be left unsupervised at any time in the meeting rooms or the library at large.
18. Organizations or individuals using meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Brazil Public Library to determine the damage cost charged.
19. Use of library meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with library patron use of the library facilities for library purposes or is disruptive or interferes with library staff in their service to patrons. The privilege of using Library meeting rooms will not be granted or will be revoked if the activities or intended activities of the meeting room do not follow library policy.
20. Meeting rooms may be reserved individually or together as one reservation.

Fee Schedule:

No fees are charged for Brazil Public Library meeting rooms under the following circumstances:

- Meetings held by qualified nonprofit organizations with proof of status.
- Meetings held by small community-based organizations.
- City or other governmental agency educational institution meetings or hearings.

\$20 fees are charged for the use of meeting rooms under the following circumstances:

- Meetings where products or services are promoted or sold
- Events of a personal nature — birthday or anniversary parties, reunions, showers, etc.