Library Meeting Room Use Agreement

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? _ _ Do you need training to run library equipment? _ _
How many chairs? _ _ Will you be bringing equipment, decorations, etc.? _ _
How many tables? _ _ Will you need a laptop? Projector? Display screen? _ _

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
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: _______________