

Name of User: _____ Phone #: _____
Name of Group or Organization: _____
Address of User: _____
Attendance # expected: _____ Event Date & Time: _____

Millard Oakley Public Library Meeting Room Policy

Purpose

The meeting room in the Millard Oakley Public Library is available for use by community groups for presentations or informational, educational, recreational meetings and programs in keeping with the mission of the Millard Oakley Public Library.

Policy and Regulations

1. Meeting room facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Users are expected to keep all guidelines in this document. Meetings are scheduled on a first come first served basis.
2. Library use of the meeting room is a first priority. The Library reserves the right to cancel a reservation if the room is needed for library purposes. Whenever possible, at least a 24 hour notice will be given.
3. The meeting room may be used for:
 - Meetings which are open to the public and advertised in some form for the general public.
 - Public lectures, panel discussions, film and slide presentations, group discussions, club meetings, workshops, and other similar functions.
 - Organizations engaged in educational, cultural, intellectual, governmental or charitable activities. (Benefit events do not qualify for room usage.)
 - Private events must pay the rental fee when using the room. (Weddings, Funeral dinners, showers, birthday parties, or other events as decided by library administration) See the library administration for more information.
4. The meeting room charge is \$150.00 plus 100.00 security deposit. After inspection, if room is found in the same shape as it was before and all cleaning duties preformed, the \$100.00 cleaning deposit will be refunded by the Overton County Government financial department. A portion of the deposit may be kept if there are issues with the room's condition or cleanliness. All fees must be paid before the room is reserved.
5. The meeting room may not be used for any purpose which may interfere with the regular operation of the Library. The library reserves the right to stop events that are disruptive to normal library operation with no fee refund.
6. Users who misrepresent an event or affiliation to avoid compliance with these policies or with the general policies of the Library may have reservation privileges suspended and may incur additional fees or charges.
7. The meeting room may not be reserved for more than 1 day per week, 6 weekly or 6 monthly events, unless approved by library administration. All planned event dates must be completed before scheduling more events.
8. Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

9. Groups of young people under the age of 18 years must have the meeting room application signed by a sponsoring adult *who must also be present* at the meeting and be responsible for any damages.
10. The user/group using the meeting room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or disability, against any person requesting admission to the meeting, including news media.
11. Use of the meeting room does not imply endorsement by the Library staff or Trustees of the viewpoints presented.
12. Library staff may attend or observe any meeting or program.
13. Americans with Disabilities Act Compliance must be observed by all groups utilizing the meeting room. This requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
14. The library is not required to promote or advertise any events that are not sponsored by the library.
15. User may not assign or in any way transfer its rights under this agreement.
16. Nothing in this agreement shall imply any sponsorship, partnership, joint venture, or other association between the Library and the User. The User shall have sole responsibility for the content and the conduct of its activities on Library property.
17. Publicity, such as posters, press releases, social media posts, or other material, and interviews may not imply that events are sponsored, cosponsored or approved by the Overton County Library. **Any printed or social media advertising for the event must include: "This program is not sponsored by the Overton County Library."** Additionally, any such printed materials or social media posts regarding the event must include a contact phone number for the organization booking the room. Inquiries from the public concerning specific programs will be referred to the sponsoring organization.
18. Neither the name nor the address of the Overton County Library may be used as the official address or headquarters of an organization.
19. If, in the opinion of the Library Director, the presence of a security officer is necessary or advisable before, during or after the event, the group using the meeting room will be responsible for paying for one or more at their own expense.
20. No alcohol, controlled substance or tobacco product use is permitted on or about any Library property;
21. Firearms, weapons, ammunition, fireworks, explosives and candles are prohibited;
22. No gambling or illegal action, in any form, is permitted.
23. The Library is not able to provide storage of props, equipment, or supplies to be used in the meeting room nor is the Library responsible for loss or damage to any materials belonging to organizations or individuals using the meeting room. The Library does not assume any responsibility for the security of personal items.
- 24. Items are not to be removed from or put on the floors, walls or other parts of the meeting room.**
25. User will use best efforts to obtain compliance by all persons involved with or attending any meeting under this Agreement.
26. Kitchen Use rules
 - a) The group must bring its own food and beverages, all dishes and cutlery. The group itself must also supply disposable items such as napkins and paper cups or plates.
 - b) The group may use the sink to clean utensils, dishes and table service, but they **must provide their own dishcloths, towels, and detergent.**
27. The user must provide their own **garbage bags to replace any used for their event.**
28. The room clean up list required after an event:
 - A. Please leave the 3 long tables, rolling computer tables, 2 round tables and 20 chairs out in the meeting room.

- B. Stored round tables must be placed **legs-to-legs** or **top-to-top** to prevent damage.
- C. Please clean the room after use by:
 - a. Vacuuming the carpet
 - b. Sweeping the kitchenette floor.
 - c. Throwing all garbage into the garbage cans at the back of the building.
 - d. Replacing the garbage bags **with ones you have provided**.
 - e. Clean the sink, refrigerator and kitchenette area.
 - f. Extra meeting room chairs are to be stacked on chair rollers **not more than 20 chairs high**.
 - g. Check walls around garbage cans for messes that must be cleaned.
 - h. Wipe down all tables used.
 - i. Clean up any liquid spilled on carpets and/or clean any carpet messes.
 - j. Check the bathrooms for messes and running water in sinks or toilets.
 - k. Check the foyer for any items or messes left behind by attendees.

“UNION BANK” MEETING ROOM AGREEMENT

THIS AGREEMENT is made and entered into on the date shown on the last page of the Agreement, by and between _____(User) and the Millard Oakley Public Library (Library).

Indicate below, the purpose of this meeting. (Circle the appropriate response)

EDUCATION---CULTURAL ---INFORMATION---CIVIC/CLUB ---PRIVATE EVENT--- OTHER

Please describe the planned event _____

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. Use of Premises. User has inspected the premises and facilities and hereby accepts the premises and facilities in their present condition and shall not alter or change the facilities without written approval of the Library Director. **User will not put any holes into or use any substance that would leave residue on doors, walls, furniture or equipment in and about the premises.** Upon the termination of the use, (same day) the premises shall be returned in the same condition as received by the User, this includes kitchenette and bathrooms. All doorways, walkways, & exits must be kept free from obstruction and be ADA compliant (3 feet wide open space).

2. Right to Cancel; Termination of Agreement. The Library may at any time, up to and including the time of the scheduled use, cancel without penalty or obligation, any reservation for the use of the meeting room if the space is needed for Library purposes, if the User has, at any time, violated Library policies respecting the use of the meeting room, or if the full amount of any fees due hereunder has not been paid. The library reserves the right to stop meetings that are disruptive to normal library functions with no fee refund.

3. Indemnity and Damages. All Users and persons attending User sponsored events using the Library facilities take the premises “as is” and assume all risks of loss, damage, or injury, including death or property damage, resulting from the User of the Library facilities under this agreement. Library “facilities” and “premises” includes not only meeting room but the entire building, parking lot and grounds.

THE USER SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND THE LIBRARY, ITS BOARD OF TRUSTEES, OFFICERS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITY OR FINANCIAL LOSS, COSTS OR EXPENSES (INCLUDING REASONABLE ATTORNEY’S FEES AND LEGAL COSTS) RESULTING FROM ANY SUIT, CLAIM, LOSS OR ACTION BROUGHT AGAINST THE LIBRARY, ITS BOARD OF TRUSTEES, OFFICERS, AND/OR EMPLOYEES WHICH ARISES OR RESULTS DIRECTLY OR INDIRECTLY FROM THE USE OF THE LIBRARY’S FACILITIES UNDER THIS AGREEMENT BY THE USER OR ITS SPONSORS, SPECTATORS, PARTICIPANTS, MEMBERS, OFFICERS, DIRECTORS OR AGENTS.

4. Use of Meeting Room. The use of the Library meeting room is subject to the terms and conditions of this “Meeting Room Agreement, Policy & all library rules”. The use of the Library meeting room is also subject to all governmental laws, ordinances, regulations.

5. Financial Considerations. If any required deposit or sum is not paid promptly when due or in the event the User shall violate any of the terms of the Meeting Room Agreement, User shall be required to vacate the premises and the Library shall retain all sums received prior to such termination. Early termination of this agreement shall not relieve User of any liability for the acts prior to User vacating the premises or as a consequence of User occupying or arranging for occupying the premises.

6. Audio-Visual Equipment. Depending upon availability, User may use Library audio-visual equipment provided that it is **requested in advance and Library staff is conveniently available to demonstrate how to use equipment.** User will be responsible for the actual cost of repair and/or replacement of any pieces of equipment which User or an invitee of User damages. **User may not change the configuration of connections of the audiovisual equipment, with the exception of the cords which may need to be plugged into the User’s personal laptop/device.**

7. Children. Children may use Library meeting room only if they are properly supervised by an adult. The Meeting Room Agreement must be signed by an adult (someone age 18 or older) who undertakes responsibility as “User” under the Agreement.

8. Additions and Deletions to Agreement. Extra charges may be assessed for services whether requested by User or deemed reasonably necessary by the Library, outside the scope of the initial agreement. The charges must be approved by both parties prior to incurring the additional charges. Any modifications of this Agreement must be in writing signed and dated by both parties and if modifications are made on the face of this Agreement such modifications must be initialed and dated by both parties.

9. Schedule of Payment. User may use the Library’s meeting room on the date and time reserved, the applicable fees are as follows:

Room Rental Fee: _____ (waived for most non-profit events)
Refundable Deposit: _____
Total Paid: _____

User shall pay all fees in advance of event and at the time this Agreement is signed. If fees are not paid, use of the meeting room will be denied. Fees will be refunded if notice of cancellation is received at least 24 hours before the time scheduled for use.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and date indicated.

Dated this _____ day of _____, 20____.

The undersigned, either individually or as an authorized representative of a group or organization, does hereby acknowledge that he/she has read the above “Meeting Room Agreement & Policies” and hereby agrees to the terms of said Agreement on behalf of him/herself and/or the organization or group which on whose behalf he/she is signing.

Signer’s *Printed* Name and Group Name (if applicable) _____

Signature: _____ Date Signed: _____

Relationship of signer to group using the room: _____

<p>Library Staff Member Who Accepted Form</p> <p>Name: _____</p> <p>Title (circle one): Director - Assistant Director – Library Staff – UCHRA Title V worker</p>
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<p>STAFF: Please keep the original for the library and make a copy for the user.</p>
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