

Taylor County Public Library Meeting Room Agreement

Organization: _____ Phone No.: _____

Date of Meeting: _____ Time:(from) _____ (to) _____ No. to attend: _____

Circle Room Preferred: Board Room (Capacity 10) Assembly Room (Capacity 100)

Circle Library equipment needed: Cassette Player Overhead Projector Podium

Chalkboard TV/Satellite Digital Camera Slide Projector Camcorder

Laptop/LCD Panel TV/VCR Computer/Internet Access

Kitchen Use: Yes _____ No _____

List of equipment to be brought by group:

Nature of Meeting:

Regulations for Meeting Room Use

1. Use of meeting room is limited to meetings and programs of an educational, cultural, or civic nature, which are open to the general public. No meetings will be permitted which are designated for partisan politics, or a particular religious denomination.
2. Rooms are not available for groups or individuals charging a fee or in order to raise money, with the exception of library sponsored groups.
3. Meetings must be scheduled at least one (1) week in advance. Cancellations should be made at least 24 hours before the scheduled meeting. Meetings are to be held during regular library hours.
4. All library equipment will be setup and maintained by library staff. Any additional help needed must be directed to a staff member at the front desk.
5. The organization will be responsible for any and all damages which might result to the room and/or its contents. No material shall be posted on the walls. The Library Board, Director, nor staff is responsible for any losses or damages to any property belonging to the organization, its members or guests. The room must be left clean and in the same condition as found upon entering.
6. Smoking, use of tobacco products, drugs or alcohol is strictly prohibited in the library at all times. Refer to the Patron Code of Conduct for further complete library policy.
7. The Board reserves the right to withdraw permission for the use of rooms or reject applications where there is a conflict with library activities or programs, which have priority.
8. Youth groups using the room are required to have constant adult supervision provided by the sponsor.
9. Meetings may be terminated and the privileges suspended for unsuitable conduct as determined by the staff member on duty.

I have read and understand these regulations and I will be responsible for my group to follow the rules. By signing this agreement, I accept responsibility for the proper use of the facilities and equipment as stated in the meeting room policy.

Signed: _____ Print Name: _____ Date: _____