

# Garrett Public Library

## Meeting Room Policy and Agreement Form

Library meeting and study rooms are offered as a service to the Garrett Public Library District and are intended to support local non-profit groups in their educational, informational and cultural enrichment. Industry or businesses may reserve rooms for educational purposes.

Groups reserving the room are responsible for setting up the room and replacing tables and chairs as they found them. Library staff is available to help set up the AV equipment. Rooms are available at no cost for programs and meetings, subject to the following guidelines:

- Persons attending activities in the meeting rooms are subject to all library policies.
- Meeting room use should not disrupt other library patrons.
- Meeting rooms are available on a first-come, first-serve basis.
- The Library Director will determine if groups can continue ongoing scheduling based on demand for the rooms.
- The library reserves the right to cancel any program or change meeting rooms.
- Library programs may take precedence over all other activities.
- Smoking, alcoholic beverages, and fire-lighted materials are prohibited.
- Organizations' use of meeting rooms does not indicate library approval or endorsement of the group, the meeting, or the presentations. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.
- The library is not liable for injuries to people or damage/loss of property of organizations using the meeting rooms.
- Groups are responsible for cleaning up after their meeting.
- Each organization assumes full responsibility for any damages incurred from the use of the meeting rooms. The user agrees to pay for all damages and losses incurred to the room or its contents as well as the cost of excessive clean up. Abuse of the facilities or equipment will be cause to deny further use of the rooms
- With the exception of the Green Room, which is available for teen users as a study room, children must be supervised at all times by an adult responsible for their care.
- The meeting rooms' kitchen areas may be utilized but must be cleaned thoroughly after use.
- All meeting areas have "maximum capacity" limits. Violation of this safety measure may result in loss of future privileges and /or fines by local safety officers.
- Failure to abide by any of these rules or to cooperate with library staff may result in loss of meeting room privileges.

I \_\_\_\_\_ the designated contact for  
\_\_\_\_\_ have read the Garrett Public Library meeting room policy and agree to abide by the guidelines for use of the meeting rooms as enacted by the Library Board of Trustees.

Name (printed) \_\_\_\_\_

Name (written) \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_