



## MEETING ROOM RESPONSIBILITY FORM

### MEETING ROOM USE POLICY

The Library meeting rooms are intended primarily for library or library related meetings, programs, and events. When not needed for these purposes, the rooms may be available for free or for a fee, as set by the Library Board of Trustees. The library allows use of its meeting rooms by governmental agencies, nonprofit organizations, community groups, for-profit businesses, and social groups. For the full policy please refer to **7.6 USE OF LIBRARY MEETING AND STUDY ROOMS** in the *Policies and Procedures Manual*.

### RULES FOR USE OF THE MEETING ROOM (this is not a full comprehensive list):

1. Requests may be made no more than two weeks prior to the meeting date.
2. Patron must provide valid library card to obtain the library cardholder rate. All patrons must provide valid photo ID.
3. Audiovisual equipment (varies by location) must be requested in advance and an equipment release form signed by the responsible party.
4. Each group is responsible for setting up, cleaning up, and returning furniture to its original location.
5. Furniture, equipment or supplies may not be stored on Library property. The Library assumes no responsibility for items left on the premises.
6. Refreshments are allowed. Food preparation is allowed on a case-by-case basis with prior supervisor approval. Groups are responsible for providing their own supplies and for all clean up. All food must be removed.
7. No signs, displays, decorations or exhibits may be attached to the doors, walls, or windows of the room. The use of tacks and tape is not allowed.
8. Room use involves tables, chairs, and internet access. Any additional equipment is the responsibility of the person, group, or agency booking the room. Please note that the user is responsible for scheduling any training in the use of library equipment and for securing the password for WiFi access in advance of scheduled meeting.
9. Smoking, vaping, drugs, and/or alcoholic beverages are not allowed.
10. No candles or open flames are allowed. Sterno for chafing dishes is allowed with prior supervisor approval.
11. Seating capacity may not be exceeded (varies by location).
12. No charges, fees, or solicitations may be made at any time.
13. The person in charge of the meeting must sign the "statement of responsibility" form.
14. The responsible person must secure the key or security code for the room in advance of the scheduled event. The key must be returned to the library the next business day following the scheduled meeting. A **\$5 per day** fee will be imposed if a meeting room key is not returned by the next business day following the scheduled meeting.
15. All lights must be turned off before leaving the premises, except for security lighting.
16. Library staff are the only ones that can set the thermostat.
17. The outside entry and exit doors must be secured before exiting the premises. If door(s) are left unlocked, meeting room privileges may be suspended.
18. The library reserves the right to revoke permission for reasonable cause at any time.

**FEES: Vary by location (see 7.6B Meeting Room Fees)**

**STATEMENT OF RESPONSIBILITY**

I/We the undersigned have read and understand the rules and regulations established by the Barry-Lawrence Regional Library for use of its meeting room. I/We agree to follow these rules (acceptance of these conditions includes a financial obligation in the event of damage beyond normal wear and tear). I/We will hold harmless the Library district and its branch locations, for injuries and accidents as a result of carelessness.

Date of Scheduled Use: \_\_\_\_\_

Responsible Party Name (printed): \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

Library Card # (if applicable): \_\_\_\_\_ Photo ID #: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

501(c)(3) form provided (if applicable): Yes \_\_\_\_\_ or No \_\_\_\_\_

Type of Function: Meeting Training Reunion Party Reception Other \_\_\_\_\_

Approximate Number of People at Function: \_\_\_\_\_

Tables (type varies by location): Rectangle \_\_\_\_\_ Training \_\_\_\_\_ 48" Round \_\_\_\_\_

Refundable Cleaning Deposit\* paid (if applicable) in the amount of: \_\_\_\_\_

Meeting Room Fee paid\* (if applicable) in the amount of \_\_\_\_\_

Kitchen Fee paid\* (if applicable) in the amount of \_\_\_\_\_

Date Key Returned: \_\_\_\_\_ Fee paid if key not returned on time: \_\_\_\_\_

Meeting Room was inspected by: \_\_\_\_\_

**Staff signature/Date/Time**

Refundable Cleaning Deposit returned after inspection: \_\_\_\_\_

\*Checks are preferred for fee and deposit payments.

**Comments:**