



Agreement for Use of the Community Room and Conference Room
Policy Approved 1/18/2023

Thank you for your interest in using the Rowan County Public Library (RCPL). The Community Room and the Conference Room of the Library are available for use during the hours the Library is open. Use of the room for Library purposes (such as library programs, staff meetings, Board meetings or Friends of the Library meetings) will take precedence over requests.

Reservations may be canceled by the library because of natural disasters, civil defense situations, facility abuse, emergency business meetings, or for any other reason the Board of Trustees deems necessary at its sole discretion.

- The RCPL will not be responsible for any accidents or injuries sustained by any individual, group, or business while in the Community Room, Conference Room or any other area of the Library, including but not limited to all common areas, associated with RCPL.
- In consideration of the terms of this agreement and for permission to use the RCPL, all individuals, groups, or businesses using the Community Room or Conference Room of the RCPL or any other area of the Library, including but not limited to all common areas, agree to waive any rights or claims for any injury or damages that may occur while at the facilities.
- In the event of an accident resulting in injuries to an individual, group, or business during use of the RCPL premises, including but not limited to all common areas of the Library, said injured individual, group or business waives any and all rights he, she or they may have in regard to seeking any recovery from the RCPL, its officers, agents or employees.
- The holding of a meeting in the Community Room or Conference Room does not mean that RCPL, its officers, agents or employees endorse the purpose and policies of the individual or group.

The following conditions and procedures apply for use of the Community Room and the Conference Room:

1. Room use is scheduled on a first-come basis.
2. Room reservations are available online, in person (at the front desk) or by phone.
606-784-7137
<https://www.rowancountylibrary.org/services/meeting-rooms>
3. The Agreement for Use must be signed when the group arrives at the library and the Room Checklist must be completed before the group leaves.
4. There must be one contact person for each group reservation. The room must be scheduled by an adult (at least 18 years old age) who assumes responsibility for the use of the Community Room and is solely responsible for damage to equipment or facilities.
5. Meetings may not be scheduled more frequently than twice a month by any single non-library organization unless the room is unreserved, unoccupied, and available. Recurrent reservations may be scheduled in advance for three months.
6. Any unlawful activity, use of tobacco products, and alcoholic beverages are prohibited.
7. No other animals other than assistance animals are permitted in the Rooms.
8. Nothing is to be affixed to or removed from the walls, ceiling, or cabinets, and no furniture is to be placed against the wooden cabinets.
9. Equipment and other items

Equipment available in the Community Room is as follows: a podium, white boards, screens, projectors, clocks and an American flag.

The kitchen has a microwave, stove, oven, refrigerator, freezer, coffee maker, and outlets.

Equipment in the Conference Room includes white board, clock, mini refrigerator, projector and screen.

If you are in need of any other equipment, please request it when you are booking your room.

10. Cleaning supplies are available upon request from the front desk.
11. Rooms are not available before Library opening or after Library closing. This includes setting up and cleaning up.
12. Notify RCPL staff when you have finished using a room and leave the completed Community Room or Conference Room checklist with a front desk staff member.
13. Please contact the library if you need to cancel your reservation. If there are two no shows in a six month period for your group room reservation, you will not be allowed to reserve any of the rooms for one month. Please be respectful of others needing the room.

I have read and agree to the above conditions and procedures for use of the Rowan County Public Library Community Room or Conference Room. I will leave the completed checklist at the Circulation Desk at the end of the meeting.

Signature

Date

Printed Name

Phone Number