

ROWAN COUNTY PUBLIC LIBRARY
Agreement for Use of the Community Room and Conference Room
Revision of Draft, May 2018

Thank you for your interest in using the Rowan County Public Library (RCPL). The Community Room and Conference Room of the Library are available for use during the hours the Library is open. Use of the room for Library purposes will take precedence over requests.

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

1. Room use is scheduled on a first-come basis.
2. The room must be scheduled by an adult (at least 18 years old) who assumes responsibility for the use of the Room and is solely responsible for damage to equipment or facilities. A photo I.D. may be required to schedule a room.
2. Due to high demand for room reservations, meetings may not be scheduled more frequently than twice per month or three consecutive days by any single non-library organization. Educational groups that are RCPL partner organizations may schedule meetings weekly. Recurrent reservations may be scheduled in advance for one calendar year.
4. A \$30 non-refundable rental fee is required for individuals, groups or business using the room for private functions such as showers, receptions or business meetings. Facilities must be left clean and undamaged and a checkout list must be completed before leaving. (See Community Room or Conference Room Checklist)
5. The room may not be used for money-making or fund raising activities by any individual or group. Groups may not charge fees for attendees to use the Community or Conference Rooms.
6. Unlawful activities, use of tobacco products, and alcoholic beverages are prohibited.
7. Animals, other than service animals, are not permitted in the Rooms.
8. Groups are asked to notify the Library in advance if meetings are cancelled so that the room may be used by another group.
9. 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.
10. If you are in need of a laptop, television, DVD player, microphone or other equipment, please request it when you are booking your room or prior to arrival.
11. 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 available in the Conference Room is as follows: white board, clock, mini refrigerator, projector and screen.

12. Cleaning supplies are available upon request from the front desk or custodians.
13. Rooms are not available for setup before Library opening or for cleanup after Library closing.
14. Notify RCPL staff when you have finished using a room and leave the completed Community Room or Conference checklist with a front desk staff member.
15. Catering, food and drinks are allowed in the Community Room. Food and drinks are allowed in the Conference Room, however, catering and meals may not be served there due to size limitations of the room. The Conference Room is not to be used for activities such as crafting.

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 their 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.

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

Signature

Date

Printed Name

Phone #

Address

Alt. Phone #

City / State / Zip

Payment Type

E-mail

Staff Initial