

# XV. Meeting Room

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A. The meeting room is available to individuals or organized not-for-profit groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

B. Meetings that are strictly social in nature such as parties, reunions, etc. are not permitted. Meetings should be civic or educational in nature.

C. Available space limits group size to 40 people. For each table in use the group limit is reduced by 1.5 people.

D. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

E. The room may be reserved on a first-come basis no more than 90 days in advance. It is understood that library programming will have first priority in room use.

F. Admission charges may not be charged by the group.

G. Non-alcoholic refreshments may be served and shall be provided by the group. Smoking, electronic cigarettes, and open flame are not allowed.

H. The people using the room shall leave it in neat, clean, orderly condition and the arrangement of furniture shall be restored to its original configuration at the end of each use; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

I. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

J. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.

K. The group/individual using the room is responsible for turning off all utilities and securing the building during hours of non-operation.

L. The group/individual using the room must sign a Public Meeting Room Use Agreement Form (below).

M. The group/individual using the room will agree to abide by all Library policies.

# Bloomer Public/ G.E. Bleskacek Family Memorial Library

## Public Meeting Room Use Agreement Form

Name of Group: \_\_\_\_\_

Name of Responsible Person(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Date & Time of Use: \_\_\_\_\_

I affirm that I am/my organization is not-for-profit. \_\_\_\_\_ (Initial)

I affirm that I/my organization will not charge admission for this/these meetings. \_\_\_\_\_ (Initial)

I affirm that I/my organization will not have more than 40 people in the room at any one time. \_\_\_\_\_ (Initial)

I/my organization agrees to pay for any damage to library property resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees. \_\_\_\_\_ (Initial)

I/my organization agrees to hold harmless the Bloomer Public/G.E. Bleskacek Family Memorial Library from and against any and all liability that may be imposed on it for any injury to persons or property caused by the organization or any person associated with the meeting. \_\_\_\_\_ (Initial)

I/my organization understands that the Bloomer Public/G.E. Bleskacek Family Memorial Library assumes no responsibility for any property placed in the building in connection with the meeting. The Bloomer Public/ G.E. Bleskacek Family Memorial Library is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting. \_\_\_\_\_ (Initial)

I agree to leave the room in a clean and tidy condition with furniture restored to its original configuration upon completion of use. \_\_\_\_\_ (Initial)

I agree to properly secure the building and turn off all utilities upon completion of use. \_\_\_\_\_ (Initial)

For groups/individuals using the room on a regular basis, a new form must be completed, signed, and dated every six months.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff Approving Use: \_\_\_\_\_ Date: \_\_\_\_\_