

CLAIBORNE PARISH LIBRARY MEETING ROOM POLICY

Meeting Room Fees: The use of the Claiborne Parish Library meeting room requires a security deposit in the amount of **\$100.00**. **\$50.00** of this amount is to be used for clean-up fee if necessary. The fee must be paid in **cash or money orders**.

The meeting room is available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

Meetings **may not** be used for

- **Sale or promotion of products or services, except in conjunction with a library program. Names of participants cannot be collected by program presenters for later financial gain.**
- **Partisan political activities, except for events such as candidates' nights, when all candidates are invited by the library or independent civic organization.**
- **Meeting rooms may not be used for family/personal gatherings such as: family reunions, class reunions, weddings, baby showers, birthday parties, receptions etc.**

No admission charge may be made for any function held in the library. Tickets may not be sold nor donations or free will offerings taken.

Permission to use the rooms does not constitute endorsement or sponsorship of any program or event by the library. The library's name may be used only in reference to location, not sponsorship. The library may cancel any reservation in the event of a conflict with a library program. Notice of such cancellation will be given as soon as possible. Organizations must notify the library of any cancellation on their part as soon as possible.

- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- The organization or individual in whose name the reservation has been made shall be the same organization or individual conducting the meeting for which the application is made. **Applicants must be at least 25 years of age.**
- Use of the Claiborne Parish Library meeting room shall be limited to the dissemination of information. Library meeting room may not be used for personal or private profit.
- All meetings must be concluded by 9 p.m.
- Smoking and/or alcoholic beverages are not permitted.
- Programs or meetings may not disturb the use of the library by other patrons.
- Groups using the kitchen must furnish their own supplies such as cooking and eating utensils, cloths, cleaning supplies, paper goods, et cetera, and must leave the kitchen in an orderly fashion.
- Nothing may be attached to any surface of the room. Dry erase boards must be cleaned at the close of the meeting.
- Equipment, supplies, or personal effects cannot be stored or left in meeting room before or after use.
- Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telephone numbers or invite potential attendees to contact the library.
- Any announcements or notices to publicize an activity should not be posted or distributed without prior approval from the librarian in charge.

- Permission to use the meeting room may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, equipment, or furniture, or causes a disturbance.
- Food and beverages may be served provided that all evidence of food is removed from the premises before leaving, any spills or stains are cleaned up, and all trash is properly bagged and discarded in the Library dumpster. No food or beverages may be stored at the Library.
- Preparation of the room for the meeting and clean-up following the meeting are the responsibilities of the group requesting use of the room.
- After each meeting, all furniture must be returned to its original arrangement and the room left in the condition in which it was found. Failure to do so will result in revocation of room rental privileges.
- The library staff is not responsible for the supervision of children while adults are attending meetings. A copy of the Library's Policy on Unattended Children may be obtained from the Library
- The Library is not responsible for lost or stolen items.

Equipment and Set-up

- Set-up and special arrangements are the responsibility of the user. No special room set-ups will be provided by the Library.
- Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms.
- A variety of audiovisual equipment is available for use in the meeting rooms. Available equipment includes a TV/DVD, digital projector, and screen. The equipment should be used by someone experienced in its operation. Any damage due to misuse of audiovisual equipment is the responsibility of the organization or group reserving the room.

Use of the room by the library or the parish governing authorities and other government agencies for any purposes shall be permitted.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Claiborne Parish Library meeting room Meeting Room Application

Claiborne Parish Library

Homer, Louisiana

Name of Applicant: _____
(Please Print)

Home Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Daytime Phone: _____ **Evening phone:** _____

Name of Organization: _____
(Complete name – no acronyms)

Date needed: _____ (After hours reservation must be at least 7 days in advance)

Time needed: Start: _____ **Finish:** _____ (Include set-up and clean up)

Total Number of Hours: _____ **Number of participants expected:** _____

Equipment needed: TV/DVD Screen Digital Projector

The applicant and the organization (hereafter called the Users) recorded on this document hereby agree to indemnify and hold harmless the Claiborne Parish Police Jury, The Claiborne Parish Library Board of Control, and the employees of the Claiborne Parish Library from all claims, demands, causes of action, lawsuits, and liability (including all costs, expenses, and attorney's fees) incurred by the Users in the defense of any cause of action brought against the Users collectively and/or separately on account of any obligation on which the Users are bound for hereunder (for personal property damage to the Users equipment) including any causes of action which result from negligence of the Users which might arise out of or is in connection with the service and/or courtesies rendered by the Users herein including but not limited to personal injury, death, or property damage in any third parties whatsoever or to any agents, employees, or assignees of the said Users, herein. This agreement remains binding until and unless it is revoked by both parties hereto and remains in effect for operations that may, from time to time, take place after the execution of same.

Claiborne Parish, Louisiana, the _____ day of _____, 20__.

The undersigned applicant has read and understood the waiver statement and has received a copy of the Claiborne Parish Library meeting room policy statement.

(Applicant Signature)

For Library Staff Use Only:

Date: _____ **Staff initials:** _____

\$ _____ Paid

(\$100 minimum fee)