

## Meeting Room User Agreement

The users agree to the following:

- Person signing the reservation form must be at least 18 years of age and must attend the function being scheduled.
- A person 18 or older must schedule, attend, and be responsible for all gatherings in the meeting room. Minors are not permitted in the meeting room unless under the direct supervision of a responsible adult.
- Except for government meetings taking place during library business hours, the person signing the reservation form must have a JLHPL card.
- No event shall last later than 10:00 p.m.
- No library property may be taken out of the building for any reason.
- No smoking, including vaping or e-cigarettes, or alcoholic beverages are allowed.
- Light refreshments may be prepared—the kitchenette is not designed for regular cooking. The library does not provide kitchen supplies such as paper cups and plates. Users must put trash in the trash cans and leave the meeting room and restrooms clean and orderly.
- The library does not provide typing or copying services, take messages, or furnish supplies to groups using the meeting room. During library hours, the library does, however, provide a photocopier for patron use for a fee.
- The library staff cannot babysit children while parents are attending meetings. The person signing the reservation form should notify those attending the meeting of this regulation.
- Maximum capacity for a meeting is fifty people.
- The library is not responsible for items brought into the building by persons attending the meeting.
- The organization reserving the meeting room shall assume any and all liability for personal and/or property damages arising from their use of the meeting room and shall hold the library blameless on any action brought against the library as a result of their use of the meeting room. The sponsoring organization must provide proof of insurance upon request.
- User is responsible for seeing that the lights in the meeting room, lobby, and restrooms are turned off and that the front entrance doors are locked when leaving. Thermostat settings are pre-set and should not be disturbed.
- The furniture in the room should be restored to the format in the diagram.
- Additional chairs or other equipment should be requested before the library closes for the day.
- The person responsible for the key shall securely lock the front entrance doors and drop the key in the outdoor book return.
- All library owned equipment, with the exceptions of the microwave and refrigerator, must be unplugged before the person responsible for the key leaves the building.
- Meeting signs must be approved by the library. Signs cannot be placed outside the library on library property.
- The outside door to the library foyer may not be unlocked or propped open before or after library business hours.
- In advertisements, you may use the library's address, but do not use its name.

I have read and agree to abide by this User Agreement.

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Signed

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Date

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Library Card Number