

PLEASE USE THE FOLLOWING AS A CHECK-LIST UPON LEAVING THE COMMUNITY ROOM.

All trash **MUST** be removed from the premises by the group.

Please leave the kitchen clean and make sure **ALL** appliances are turned off.

Refreshments may be served in the community room. Any spills or lingering food or liquid on the furniture or floor must be cleaned by the group. No supplies will be furnished by the library.

Make sure all the lights are turned off when leaving.

Please make sure the side door is closed and locked upon leaving when the library is not open.

The key may be returned in the book drop ONLY. DO NOT PUT KEY THROUGH GATE. TOUCHING THE GATE MAY RESULT IN SETTING OFF THE ALARM.

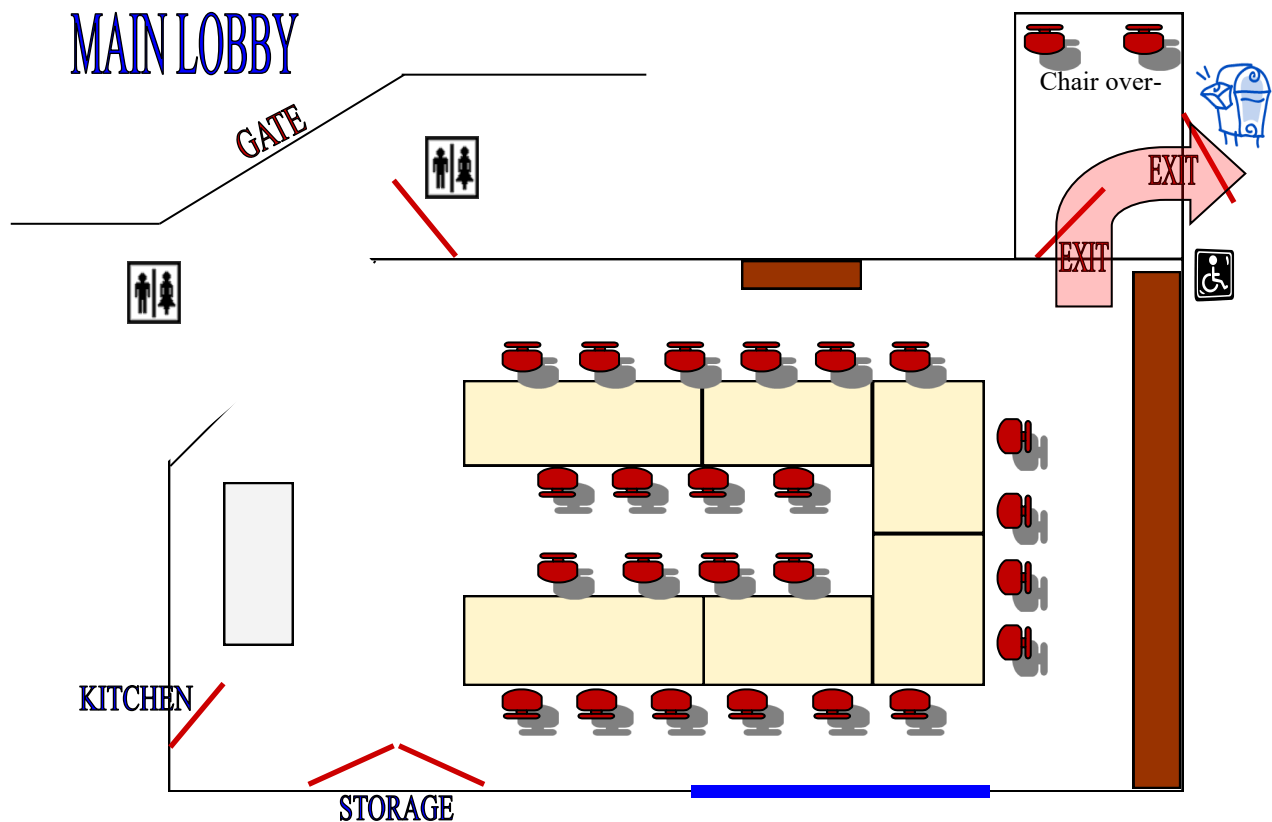
The chairs and tables must be returned to the position pictured above upon leaving the library.

The digital thermometer may be adjusted by four degrees during time of community room use.

Please do not forget to adjust it back to the original setting upon leaving the room.
(Just hit 'schedule.')

All groups **MUST** sign a Hold Harmless Agreement before using the room.

Any violation of these rules may result in room fees or future use of room can be revoked.



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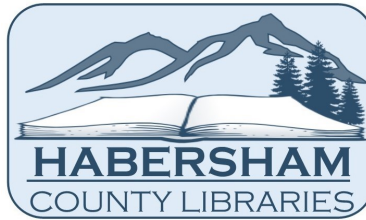
Any violation of these rules may result in room fees or future use of room can be revoked.

X

Date: _____

I have read and agree to comply with the above listed terms and conditions of the H.M. Stewart Community Room.

178 East Green Street · Clarkesville, GA 30523
706-754-4413C · 762-230-0003
www.clarkesvillelibrary.org



301 North Main Street · Cornelia, GA 30531
706-778-2635 · 706-903-1000
www.cornelialibrary.org

HABERSHAM COUNTY LIBRARY COMMUNITY MEETING ROOM POLICY

The Community Meeting Room of the Clarkesville/Cornelia-Habersham County Library is available to individuals or organizations regardless of their beliefs or affiliations for public meetings of a non-commercial, informational, educational, cultural, intellectual, or civic nature.

Groups may not use the name or address of the Northeast Georgia Regional Library System, the Habersham County Library, the Clarkesville Library, nor the Cornelia Library as the official address or headquarters of the organization. Advertisements for meetings may not be displayed in such a manner as to suggest library sponsorship unless such a sponsorship or co-sponsorship exists.

The meeting room may not be used for social events or private parties.

The affiliated library reserves the right to determine use of the meeting room, to assess maintenance fees for use of the room and to cancel or reschedule all arrangements at its discretion with or without cause or reason and without liability.

Library sponsored programs will take precedence over programs by outside groups. Second priority will be given to meetings open to the general public, regardless of age, sex, race, religion, national origin, or physical disabilities.

No admission fees may be charged at any meeting in the room, except in conjunction with the library or the affiliated Friends of the Library. Monies may not be collected unless in payment for materials used in the meeting.

Groups requesting use of the meeting room shall be allowed a maximum of one reservation per month unless special permission is granted by the executive committee of the Habersham County Library Board.

The library is not responsible for security or storage of property owned by groups using the meeting room, nor is it responsible for damage or loss of property of others.

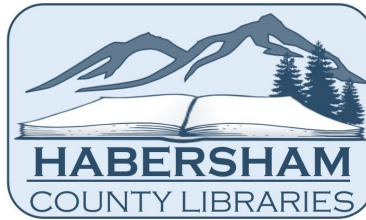
Failure to abide by library policy and the related regulations will result in cancellation or refusal of reservations. Community room use may be monitored.

CHARGES

There is no charge for use of the Community Meeting Room by non-profit groups whose members do not pay membership dues or for governmental agencies on a once-per-month basis. Donations for use are appreciated. There will be no charge for library-sponsored events.

Local for-profit groups or businesses and non-profit organizations whose members pay membership dues may use the meeting room at the discretion of the Branch Manager and/or the Habersham County Library Board. These groups will be charged a maintenance fee of \$10.00 per hour.

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GROUP RESPONSIBILITY

Reservations for the meeting room must be made in advance by an adult, at least 18 years of age, with a valid Pines Library card and must be authorized by the group to assume responsibility on its behalf. All reservations must be confirmed by the library; an application does not necessarily assure approval. Requests will be considered in the order of application. No group may transfer use of the meeting room.

A signed disclaimer form must be on file with the library and any applicable charges must be paid prior to the start of the meeting. If attendees will be under 18 years of age there must be at least 1 adult per every 10 children in attendance. Groups may not exceed the capacity of the meeting room which is a maximum of 50 persons at the Cornelia Library and 75 at the Clarkesville Library.

If the group is meeting when the library is closed, it is the responsibility of the authorized adult member of the group to check-out an outer door key during regular library hours. That person must be prepared to assume responsibility for the room, to make sure all lights are turned off, the temperature is returned to its original setting upon leaving and to correctly unlock and relock the outer door.

It is the responsibility of the group to set-up the room to the group's requirements and to leave it clean and undamaged. Any damage will be charged to the group. Any charges not paid by the group will be the responsibility of the Pines card holder that reserved and signed for the use of the room.

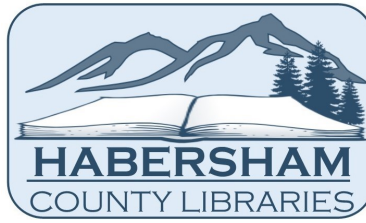
If AV equipment is required for the meeting, it may be reserved at the circulation desk prior to the meeting and the group will be held responsible for any loss or damage to that equipment.

Refreshments may be served in the meeting room. Any spills on the furniture or floor must be cleaned by the group. Trash should be put in plastic bags, tied up and disposed of by the group. No supplies will be furnished by the library.

Excessive noise or use of hazardous material is prohibited. The use of candles, incense or any open flame/burning materials is strictly prohibited. Tobacco and alcoholic beverages are not permitted in any part of the library.

(Revised October 2018)

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MEETING ROOM CONTRACT

Please read the Habersham County Library Meeting Room Policy before completing this form.

Group/Individual Requesting Room: _____

Address: _____

Phone Number: _____ Email Address: _____

Time, Date & Duration of Reservation: _____

Charges for damage to the room or any additional cleaning will be billed to the person who signed the meeting room contract.

Please check one:

_____ Community or Non-Profit Group: No Fee

_____ All Other Events: \$10.00 per hour

I _____ on behalf of myself or my organization, have read and will comply with all of the guidelines and procedures outlines in the Habersham County Library Meeting Room Policy.

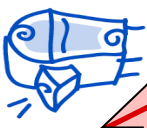
Signature: _____ Date: _____

Library Staff Confirmation: _____

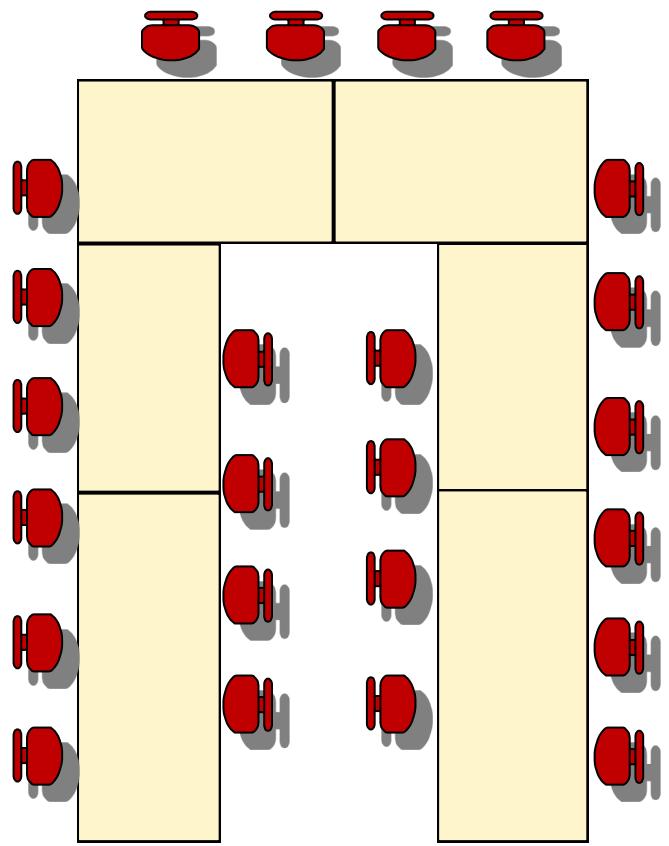
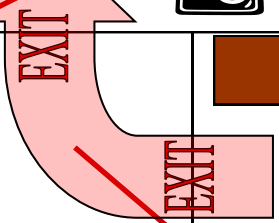
MAIN LOBBY

GATE

The Community Room MUST be left in the following order.
Not returning room to the pictured layout may result in future room use being revoked.



Chair overflow



KITCHEN

STORAGE

