

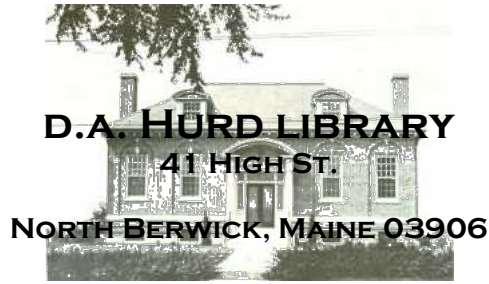
MEETING ROOM USE POLICY

The primary purpose of the D.A. Hurd Library's reading room is to provide a space for library and library-related activities. The needs of the library will take precedence.

No fee is charged for the use of the reading room. However, we welcome voluntary donations to our Library.

Community groups and sponsors of educational, cultural, and civic events are welcome to use the reading room subject to availability and adherence to the following policies and guidelines:

- Contact the Library Director
- All programs and events must be open to the public; admission or related fees are not permitted.
- The library must enforce the Fire Code capacity of 110.
- The meeting room is not available for commercial or for-profit entities. Fundraising activities for the benefit of any person, group, or agency other than the library will not be permitted. Artists performing at library-sponsored events may be permitted to offer works of their own artistry for sale to the public at the time of the event.
- The leader of the group using the meeting room, who must be an adult over the age of 18, is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment that individual will be liable. Children accompanying adult users of the reading room must remain with the group.
- Groups are responsible for arranging the chairs, tables, and other equipment to meet their own needs. Following their use of the room, groups must return the room to its original state. All trash and/or litter shall be picked up and disposed of properly.
- Serving food and drinks in the library reading room is strictly limited to light refreshments which require no preparation in the library. Groups serving refreshments are responsible for providing all serving utensils and for clean up following their meeting.
- Smoking and alcoholic beverages are prohibited.
- The library cannot be responsible for lost or stolen items.
- The name, address, or telephone number of the library may not be used as the official address, or headquarters of any organization
- The library reserves the right to deny use of the meeting room to any organizations or individuals who have abused their privileges in the past. The library also reserves the right to cancel or reschedule any meeting.



READING ROOM RESERVATION FORM

I have read the policy for use of the Reading Room of the D.A. Hurd Library. The organization releases the D.A. Hurd Library from any and all damage to person or property suffered upon the premises and agrees to hold the Library Board harmless from all claims of damage to person or property sustained upon the premises during the term of this agreement.

Date _____

Name of Organization _____

Purpose of Meeting _____

Approximate # of participants _____ Adults _____ Youth _____

Name of Responsible Person Making Reservation _____

Address _____ Town _____ State _____ Zip _____

Telephone # _____ E-mail _____

Date(s) Requested _____ Time Requested _____

Signature _____

Reservation Taken By _____