

MEETING ROOM USE POLICY

Purpose

The primary purpose of the Bandera County Library downstairs meeting room is for programs sponsored by the Library. The secondary purpose is to accommodate a wide variety of public programs that encourage use of the Library and meet the needs of the community.

Policy

The downstairs meeting room will be provided at no charge to community groups and non-profit organizations for educational, cultural, civic, intellectual, or charitable activities.

The following activities are prohibited:

- Commercial programs and programs designed to sell products or solicit business.
- Personal social functions.
- Any activity deemed by the Library Director to be incompatible with the main function of the Library system. This includes any uses that could represent a threat to the health or safety of Library users and/or property or the orderly use of the Library.

Details

- a. The room is available for use from 9 AM – 8 PM Monday - Friday. For use outside of normal Library operating hours, the room key must be picked up during normal operating hours and immediately returned in accordance with Library Staff directions.
- b. Prior to picking up the room key, the "Application for Meeting Room Use" form must be completed, signed, and submitted by an authorized representative for the group or organization using the room. The individual signing the form will be held responsible for ensuring that the room is used in accordance with these guidelines.

For use of the room for periodic meetings, only one application will need to be submitted once every six months unless the person signing the form is no longer a member of the organization.

- c. The room can be reserved on a first come, first served basis by contacting the Library Staff during normal business hours.

- d. The room can be used on a weekly or monthly basis by an organization but is not meant to be used as a permanent/semi permanent location for an organization such as using the room daily as the office for a non-profit organization.
- e. A responsible adult age 21 or older must be present at all times during an event.
- f. Groups and organizations using the room are responsible for setting up the room for their use and clean up afterwards including trash removal. Room lights should be turned off and the thermostat returned to its' original setting.
- g. The group, organization, and individual that reserved the room are responsible for any damage to Library property and any extraordinary janitorial costs.
- h. Food and non-alcoholic beverages may be served in the room. Limited kitchen facilities are available for room users, however, supplies are not provided (except for coffee filters).
- i. Smoking, tobacco products of any sort, and the use of nicotine delivery smokeless products are prohibited in the meeting room and in the area immediately outside the door to the room.
- j. The Library furnishes audio visual equipment for use in the room. Please contact Library Staff during normal operating hours for training for and access to this equipment.
- k. Any group, organization, or individual will be warned for failing to use the room as scheduled or for violating the provisions of this policy. Repeat violations may result in being prohibited from using the room for one year.
- l. At the discretion of the Library Director, exceptions to this policy may be made for certain events.

Disclaimer

The Library does not advocate or endorse the viewpoints expressed during any use of the room or of the viewpoints or policies of any group or organization that uses the room.

As part of the "Application for Meeting Room Use", the individual, group, or organization will agree to indemnify and hold harmless the Library and Bandera County.

Revision date: 09/18/2017

APPLICATION FOR MEETING ROOM USE

NAME OF ORGANIZATION _____

DATE OF APPLICATION _____ DATE OF EVENT _____

EVENT TIME: Start (includes set up) _____ End (includes clean up) _____

PURPOSE OF ORGANIZATION _____

NATURE OF EVENT _____

ESTIMATED ATTENDANCE _____

RESPONSIBLE PARTY (person signing form)

Name _____

Address _____

Email address _____

Phone number _____

WILL REQUIRE AUDIO VISUAL EQUIPMENT Yes ___ No ___ (if yes, see Library Staff for training)

WILL REQUIRE USE OF KITCHEN FACILITIES Yes ___ No ___

I have read and understand the Meeting Room Use policy and agree to follow all terms of this policy.

Representative of user

Representative of Library (witness)

RELEASE AND INDEMNITY AGREEMENT

The Bandera Public Library Corporation (hereafter "Library") agrees to allow _____ (hereafter "User") to use property owned by the Library, such property being generally described as the downstairs meeting room located in the 500 block of Main Street, in Bandera, Bandera County, Texas for the purpose of _____.

The User agrees to restrict the property to be used to the downstairs meeting room.

In addition, the User agrees to INDEMNIFY, RELEASE, DEFEND AND HOLD HARMLESS, AND COVENANTS NOT TO SUE the Library, Bandera County, their principles, agents, employees, elected officials, sponsors, volunteers, rescue personnel and/or any other persons or entities connected with the Library and/or Bandera County from and against any and all liabilities and/or claims brought by or on behalf of any person, that arise out of, relate to, or are connected with the use of the Library Property. This indemnification and release includes, without limitation any claims alleging breach of contract, personal injury, bodily injury, illness or death of any person, damage to, loss of, and/or loss of use of any property. This indemnification applies regardless of how such claims arise and applies to any and all such Claims arising in connection with the User's use of the Property, and includes, again without limitation, those Claims caused by the WILLFUL, WANTON, ORDINARY, SOLE AND/OR GROSS NEGLIGENCE OF THE LIBRARY AND/OR BANDERA COUNTY.

Representative of User

Representative of Library (witness)