

GREENUP COUNTY PUBLIC LIBRARY

Policy and Agreement for Use of the Community Room and Conference Room

Thank you for your interest in using the Greenup County Public Library (GCPL). The Community Room of the Library is primarily available for use during the hours the Library is open and may be used after hours under certain circumstances. Use of the room for Library purposes will take precedence over requests.

Reservations may be canceled by the library because of natural disasters, civil defense situations, facility abuse, emergency business meetings, or for any other reason the Board of Trustees and/or The Library Administration deems necessary.

- The GCPL will not be responsible for any accidents or injuries sustained by any individual, group, or business while in the Community Room or any other area of the Library, including but not limited to all common areas, associated with GCPL.
- In consideration of the terms of this agreement and for permission to use the GCPL, all individuals, groups, or businesses using the Community Room of the GCPL or any other area of the Library, including but not limited to all common areas, agree to waive any rights or claims for any injury or damages that may occur while at the facilities.
- In the event of an accident resulting in injuries to an individual, group, or business during use of the GCPL premises, including but not limited to all common areas of the Library, said injured individual, group or business waives any and all rights he, she or they may have in regard to seeking any recovery from the GCPL, its officers, agents or employees.
- The holding of a meeting in the Community Room does not mean that GCPL, its officers, agents or employees endorse the purpose and policies of the individual or group.

The following conditions and procedures apply for use of the Community Room:

1. Room use is scheduled on a first-come basis. Reservations are confirmed when the requestor has been notified of confirmation.
- The room must be scheduled by an adult (at least 18 years old age) who assumes responsibility for the use of the Community Room and is solely responsible for damage to equipment or facilities. A photo I.D. may be required to schedule a room.
 - The room may be scheduled for a maximum of three consecutive days. Except for school-related activities or GCPL partner organizations, meetings may not be scheduled more frequently than twice a month by any single non-library organization. Recurrent reservations may be scheduled in advance for one calendar year.
 - A \$30.00 fee is required for individuals, groups, or businesses using the room for private functions, such as showers, receptions or birthday parties.

- The room may not be used for on-site money making activities by any individual or group.
- Any unlawful activity, use of tobacco products, and alcoholic beverages are prohibited.
- No animals other than service animals are permitted in the Rooms.
- Nothing is to be affixed to or removed from the walls, ceiling, or cabinets, and no furniture is to be placed against the wooden cabinets.
- Equipment available in the Community Room is as follows: a podium, white boards, screens, projectors, clocks and an American flag. The kitchen has a microwave, refrigerator, freezer, coffee maker, and outlets. If any other any other equipment is needed, please request it when you are booking your room.
- Supplies such as plates, cups, napkins, silverware, et al are not supplied by the library.
- Cleaning supplies are available upon request from the front desk.
- Rooms may have limited availability before Library opening or after Library closing for setup or cleanup. This request must be made when booking the room.
- Notify GCPL staff when you have finished using a room.

Signature

Date

I have read and agree to the above conditions and procedures for use of the Greenup County Public Library Community Room. I will leave the completed checklist at the Circulation Desk at the end of the meeting.

Name of individual or Group

Name of Authorized Individual Making Request

Date of Meeting

Phone (daytime)

Phone (evening)

Street or Mailing Address

City/State/Zip

Nature of Meeting

Number Expected to

Attend

Time Meeting Begins

Time Meeting Closes

Equipment Needs

Additional Requests

Signature

Date

-----**-For Staff Use Only Below Line**-----

Staff Signature for Approval

Date