



Group Name: _____

Date Received: _____

Staff Initials: _____

Approved by: _____

Meeting Room User Agreement

The primary purpose of the library's meeting rooms is to provide a space for library and library-related activities. The needs of the library and the Friends of Library will take precedence. The library reserves the right to cancel or reschedule any meeting.

Library meeting rooms are available to the following non-library groups.

- Non-profit groups
- Political groups
- Religious groups
- Home owner associations
- Units of government
- Appointed or elected government officials

By reserving a meeting room, groups and individuals using Library meeting rooms agree to the Meeting Room Policy and to the Meeting Room Guidelines as follow.

- All meetings and events must be open to the public and media. One-on-one meetings are not permitted.
- Reservations must be made by an adult (18 years of age or older) representative of the group.
- Meeting rooms are booked on a first come, first served basis. Reservations must be made at least 48 hours prior to the meeting, but not more than 2 months in advance. All reservations must be approved by the Library Director or their designee.
- No admission, attendance charge, or donation may be assessed.
- No promotion, sale of items or services is allowed in any Library meeting room.
- Attempting to raise funds for any purpose during a meeting is not permissible. Use of a meeting room to plan a fund-raising campaign or event is permitted.
- Commercial groups are prohibited. A meeting is defined as commercial if the group sponsoring or conducting the meeting has as the purpose of the meeting to advertise, promote, or sell a product or service; or to train and motivate its employees; or for any and all other business-related functions such as market research, interviewing applicants, etc.
- All meetings and events including time to set up and clean up must take place within the prearranged times. Meetings rooms will be vacated 15 minutes prior to library closing times.
- Organizations must use Library meeting rooms as they are furnished. Organizations will be responsible for their own meeting room setup. Upon departure the furnishings in the meeting rooms must be returned to their original clean state. Organizations that fail to return a meeting room to its original state, may be denied future reservations.
- Meeting rooms are available during regular library business hours at Ida Rupp Public Library. Due to reduced service hours meeting rooms may be used prior to business hours at the Marblehead Peninsula Branch Library when staff are already scheduled and with approval of the Branch Manager.
- Groups or individuals using meeting rooms and study rooms shall indemnify, defend and hold harmless the Library its trustees, officers, agents, and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees,

resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

- A signed meeting room use agreement must be signed prior to use of the meeting room. Groups using the meeting room on a reoccurring basis must complete a new form annually.
- The library will not advertise or promote any meeting or event unless it is a co-sponsor.
- Unless the Library is a co-sponsor, publicity for events must contain this statement: The Ida Rupp Public Library is not a sponsor, nor does it endorse any practices or points of view of the sponsors of this program.
- Food and non-alcoholic beverages are permitted, but are restricted to the meeting rooms and are not permitted in other parts of the library. Meeting room users are responsible for providing all serving utensils and for cleaning up following the meeting.
- Proposed meetings times should include any necessary setup or cleanup time.
- Activities and materials must remain in the meeting room, with no activity in the adjacent parts of the library building or on library grounds.
- Cancellation notice should be given in advance with as much time as possible. Failure to give notice and excessive cancellations may jeopardize future bookings.

Application Process

- Room reservation requests may be made in person, by phone, or on the library's website.
- A meeting room agreement form must be completed by the individual reserving the room. A signed agreement must be received prior to the use of the meeting room.
- Reservations will be reviewed by the library director or their designee for approval.

Organization Name: _____

Type of Organization: _____

Purpose of Meeting: _____

Requested Meeting Date: _____ Requested Meeting Time: _____

Organization Contact Name: _____

Phone Number: _____

E-mail Address: _____.

As the representative of the organization using the library meeting room, I acknowledge that I have read and received a copy of the rules for meeting room use, and that I am responsible for any infraction of the regulations and any damage to library property incurred during or in connection with our meeting. I understand that completion of this form does not imply my reservation has been approved.

Signature: _____ Date: _____