

Page - 1
DOOLY COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM

AVAILABILITY OF MULTIPURPOSE ROOM

The Multipurpose Room of the Dooly County Library in Vienna is available for community or civic organizations and/or groups. Library activities will take precedence over all other bookings of the Multipurpose Room.

The Multipurpose Room seats a maximum of ____ people when not using tables; ____ people when using tables.

The room is booked on a first come, first served basis. Standing bookings cannot be made. Bookings will not be made more than twelve (12) months in advance. Any usage of other portions of the library and the grounds other than the Multipurpose Room is subject to approval by the board of trustees.

The room may not be used for more than 12 hours in any one 24-hour period by any group. The group must vacate the building by midnight. The group may NOT enter the building before 7:00 A.M. The room may not be reserved on any day that the library is NOT open.

ELIGIBILITY FOR USE OF MULTIPURPOSE ROOM

The Multipurpose Room is provided as a public service, subject to fees and regulations approved by the regional library board of trustees. Any special request for use not herein stated must be approved by the board of trustees. Groups using the room may not disturb or interfere with the general use of the library.

The use of the Multipurpose Room will normally be limited to adult groups (persons over 18). However, the room may be used for the purposes already specified by young adult and children's groups, provided the room is reserved by an adult who will be present throughout the entire meeting and be responsible for supervision during the meeting.

ADMISSION CHARGE

The organization and/or group using the room cannot charge any form of fee for people attending the meeting, nor can they sell any material in the library facility. Meetings and exhibitions sponsored by the library or by an approved non-profit educational group or institution holding short term classes, institutes, discussion groups, or forums may collect dues or charge a registration fee.

RESPONSIBILITY/LIABILITY

A representative of the organization or group using the room is required to sign an agreement assuming responsibility for the use of the room and for the key, if needed. This forms must be signed and fees paid before the room can be used. No reservations will be considered firm until a signed agreement has been received.

The board of trustees and the library staff do not assume responsibility for loss, theft, or damage incurred to personal or rental property brought into the building or onto the grounds, nor assume liability for any injury to person(s) during the time the room is used. No liability is assumed by the Board of Trustees for vehicles or equipment on the library grounds.

PROVISIONS FOR USAGE

1. No posted advertising is permitted on the building structure, or on the grounds, without prior permission.
2. The organization or group reserving the room is responsible for setting up the room for their meeting and returning the area to its original state.

Multipurpose Room bookings includes tables, chairs, heat and/or air conditioning, lighting, bathrooms, and water as installed. The user is responsible for setting up for activities as desired, and for any additional equipment needed. The user is also responsible for returning the premises (including the bathrooms) to a neat and orderly condition. This must be done before the group leaves the library.

3. The room must be cleaned before leaving the building. Any spills on carpet or food crumbs must be removed. Do not leave with the intention of returning to clean up.
4. Users are expected to remove all trash and litter from inside the building. Trash must be disposed of in the garbage container located behind the building.
5. Kitchen facilities are limited. Food brought in must be prepared in advance. The user is responsible for restoring the kitchen to its original condition. There should not be any food or drink left in the kitchen and all surfaces and countertops should be wiped down. No cooking utensils are furnished by the library.
6. The library does not have a paging system nor staff available to relay messages to the Multipurpose Room. Please inform participants that a pay

Page - 3
DOOLY COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM

phone is not available and that the library business phone is not available for use by participants.

7. Any available audiovisual equipment must be reserved in advance and must be checked out on a patron's library card. The user is responsible for insuring that the equipment is secure when in use in the room.

8. No smoking, alcoholic beverages, illegal drugs, gambling, or firearms shall be permitted on the library grounds or in the library facility.

9. All state and local fire codes must be observed in addition to all other City Codes and Ordinances.

10. The person and/or organization making the reservation is also responsible for: turning off all of the lights, heat or air conditioning in the room and bathrooms; seeing that the building is cleared, and securing the doors.

RESERVATIONS

Reservations for the room should be made at least 24 hours in advance. The library will not guarantee a regular meeting place for any non-library sponsored function. In fairness to all groups, separate reservations must be made for each meeting.

Reservations should be made through the Library Manager. Required information includes name of the group, the number of persons expected to attend, and the name and telephone number of the person making the reservation. Reservations for necessary audiovisual equipment and/or materials should be made at the time of the reservation.

For a group which has not previously used the room, the person responsible for the group must come into the library to read these regulations and to sign the form stating that he/she has read these regulations. Arrangements can be made to mail the regulations and the form to the person. A tentative reservation can be made which will be confirmed when the signed form is returned to the Library.

FEES

The following maintenance fee(s) will be charged for Multipurpose Room use:

1. \$10.00 for use of the room.
2. \$25.00 janitorial fee will be charged if the area is not left in neat and orderly condition.

Page - 4
DOOLY COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM

3. Any additional costs incurred for damages or cleaning beyond the normal limits to the carpet and/or furnishings will be charged directly to the person signing the form.

The maintenance fee should be paid when the reservation is made. Use of the room will not be allowed until the fee is paid. There will be no fee for library-sponsored programs. The only waiving of the maintenance fee will be for using the opaque projector in the room for one hour or less.

KEY

A key will be issued only to groups whose meeting starts before the library opens. In that case, the key must be picked up the afternoon before the meeting. In the case of an early Tuesday meeting, the key must be picked up on the previous Friday or Saturday. The key must be returned to the Library after the staff arrives that same day. If the key is not returned when the meeting ends, the person or organization making the reservation will be fined \$5.00. In the case of a meeting ending after the library closes, the key must be returned within an hour of the library's opening the next working day.

The person signing for the key should also remind the library staff of arrangements made for the use of audiovisual equipment and/or materials. Those items must be checked out to the person signing for the key.

BATHROOMS

Bathroom facilities are accessible to the room. If the meeting continues after the library has closed, the person and organization making the reservation will be responsible for making sure the bathrooms are left clean and that the lights of both bathrooms are turned off. Failure to abide by these regulations will result in a fine of \$5.00.

LIBRARY NAME - PUBLICITY

In any publicity concerning the use of this room at the library, organizations are asked to use the correct name of the library (Dooly County Library) and to make it clear that the library is not a sponsor of the meeting.

USE OF LIBRARY PERSONNEL

Library personnel cannot normally be provided to assist in the handling of exhibits, operation of audiovisual equipment, etc.

CANCELLATIONS

Page - 5
DOOLY COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM

The Library Manager is to be notified immediately if a reservation needs to be cancelled. This will make the room available to other groups. Any fees that have been received will be refunded if the reservation is cancelled before the set meeting time.

COPIES OF REGULATIONS

Copies of these regulations are available to any patron and are given to each person who signs the consent form. A framed copy of these regulations is posted in the room for reference.

Approved by the Dooly County Library Board of Trustees
April 16, 1996

Page - 6
DOOLY COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM

I have read the Policies for Use of Multipurpose Room of the Dooly County Library, and I understand them.

I agree to abide by these policies and to see that other persons involved in my organization's meeting also abide by them.

I understand that failure to abide by the policies will be cause to have fines charged to me and/or my organization and/or to have use of the room denied me and/or my organization.

Person Responsible for Room

Name of Organization

Date

Page - 7
DOOLY COUNTY LIBRARY
POLICIES FOR USE OF MULTIPURPOSE ROOM

DOOLY COUNTY LIBRARY MULTIPURPOSE ROOM
RESERVATION FORM

To be used for every reservation whether reserving by phone or in person

1. Have you ever used the Multipurpose Room before?
_____ YES _____ NO
2. Have you read the rules and signed the form about responsibility?
_____ YES _____ NO
3. For what date and time do you need the room?
____ - ____ - ____ _____
Month Day Year Time (A.M. or P.M., Start to End)
4. Do you need special equipment (e.g., overhead projector, etc.)?
If so, please specify.
5. Are you aware that if the lights and air conditioning/heat are not turned off
OR if the room is damaged or messy that you will be subject to a fine?
_____ YES _____ NO
6. If the meeting begins before the library opens, who will pick up and sign
for the key?
7. Are you aware that the key must be picked up before 6:00 P.M. the day
prior to the meeting if the meeting begins before the library opens?
_____ YES _____ NO
8. Are you aware that if the key is not returned when required, there is a
fine?
_____ YES _____ NO
9. Are you aware that your group will not be allowed to use the room until the
maintenance fee is paid?
_____ YES _____ NO

Signature

Phone Number

Name (please print)

Organization

Staff member's signature or initials

Date