

Meeting Rooms Rental Agreement and Application

PLEASE NOTE: Your signature below indicates that you received a copy of the meeting room rental agreement rules, have read them and accept and agree to be bound by them.

Meeting Room Priority and Scheduling

Please be advised that library sponsored events have priority. When scheduling conflicts exist, priority will be given to Library events. If a conflict still exists, preference will be on a first come first serve basis.

Meeting Room Rules and Regulations

The meeting room cannot be used for:

- For-profit business such as product sales or promotions
- Political events such as advocating for or against a particular candidate or ballot issue
- Worship Services
- Programs not suitable for the facilities of the Library

Qualifying organizations not affiliated with the Havana Public Library District may use the meeting room only when all of the following conditions are met:

- The meeting takes place during regular library hours.
- The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
- The meeting is open to the public. No admission fees may be charged.
- The reservation for the meeting room is made by a resident of the library's jurisdictional area.
- The \$10 refundable meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.
- The organization assumes all responsibility for set up and clean-up.

Permission to use the meeting room does not imply endorsement of the organization or approval of the program contents by the Havana Public Library District, its Board of Trustees, or its employees.

Neither the name nor address of the Havana Public Library District may be used as an official address or headquarters of your organization.

All event attendees and organizations are subject to the Havana Public Library District's Disruptive Patron Policy and Unattended Children Policy. Library Staff will interrupt the meeting if rules are not being followed.

No signs may be posted inside or outside the Library premises without permission of the Director.

The Library assumes no responsibility for security during meetings/events.

In order to give all organizations an opportunity to use the library facilities, no organization may monopolize the use of the room. Cancellations must be received **48 hours** prior to the scheduled event or program. The library will not be responsible for any damages or costs resulting from the cancellation of meetings due to the Library closing for weather or other emergencies. The Library retains the right to cancel a reservation for a meeting room to accommodate operations. If cancellation is necessary, the Library will notify the group for

whom the room had been reserved. The library reserves the right to revoke permission to use any meeting room to any group or organization which violates or refuses to comply with the rules and regulations established for use of the meeting rooms.

An application is not considered valid unless it is signed by the Havana Public Library District Director.

Approved by the Havana Public Library District Board, February 9, 2017

Meeting Room Application

Name of Organization or Applicant:

Address:

Phone Number:

Purpose:

Topic:

Date Requested:

Do you plan to distribute literature? Yes No

Additional Information:

It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Havana Public Library District and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organization's use of the meeting room.

Officer/Applicant: _____ Date: _____

Please address this application to:

Director

Havana Public Library District

201 West Adams Street

Havana, IL 62644

Office Use Only

CONFIRMATION OF RESERVATION

Reservation is hereby approved and confirmed of the space required as indicated above.

Refundable \$10 room deposit has been received? Yes No

If yes, how was it paid: _____

Date: _____

Havana Public Library Director's Signature: _____