



EAGLE VALLEY  
LIBRARY DISTRICT

# Meeting Room Form

Nonprofit Organization:

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**Please read and check off each item**

- Meeting is for a non-profit or governmental organization (example: 501C3 Organizations, HOA)
- Meeting is for organizational or informational purpose (example: Board Meeting, discussion group)
- Meeting will not disturb patrons or interfere with the safety and operation of the Library; including appropriate noise level
- Fees are not charged for any activity held in these rooms (this includes solicitations, admission or other charges, money-raising activities, and/or sales)
- Reservations may be not be made more than 60 days in advance of the proposed meeting or program
- Room is booked during open hours (including setup and takedown) and occupants must vacate the room 15 minutes before closing
- Meetings are not scheduled at the library on a regular basis
- Groups are responsible for any set-up needed and clean up -room must be returned to original configuration including wiping down tables
- Some AV equipment is available for use in the room free of charge upon request - users must bring their own laptop & cables
- All advertising of the event and signage must clearly indicate that this is NOT a Library event and that the Library is in no way endorsing the programs of the group using the room (library phone number should not be on advertising and staff will not answer any questions about the content of the event)
- Groups who wish to serve alcohol at a closed event must have an insurance rider, approval of branch manager and director and must meet the guidelines of federal, state, and local regulations.

**Damages and Liability**

The Library will assume no liability for loss or damage to any equipment owned or rented by an individual or group using its meeting rooms. Such individuals or groups will be held responsible for any damage to the Library building or property caused by anyone attending the meetings or events organized by said individuals or groups. Exceptions to this policy may be made at the discretion of the Library Director.

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Failure to abide by the stated above may result in cancellation of or refusal of future reservations for the Library’s meeting rooms. The signee/contact person for each group is responsible for ensuring that each member of his or her group is aware of and abides by library regulations and policies.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Phone Number \_\_\_\_\_