



**EAGLE VALLEY
LIBRARY DISTRICT**

Meeting Room Reservation Form

Nonprofit Organization:

Please read and check off each item

- Meeting is for a non-profit or governmental organization (ex. 501C3 Organizations, HOA).
- Meeting is for organizational, educational, or informational purposes (ex. Board Meeting, discussion group).
- Meeting will not disturb patrons or interfere with the safety and operation of the Library; including appropriate noise level.
- Admission is not charged for any activity held in these rooms (this includes solicitations, admission or other charges, money-raising activities, and/or sales).
- Reservations can be made no more than 60 days in advance.
- Room is booked during open hours (including setup and takedown) and occupants must vacate the room 15 minutes before closing.
- Scheduled use of the library’s meeting rooms is limited to twice a month.
- Groups are responsible for any set-up needed and clean up. The room must be returned to its 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.
- Events may not be publicized in a manner which suggests library sponsorship or affiliation.
- 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.

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 _____