

FLORA PUBLIC LIBRARY
REGULATIONS FOR COMMUNITY ROOM USE

1. **Activities such as smoking, drinking alcoholic beverages and using illegal drugs are prohibited in the community room.**
2. **Drinks and finger foods only may be served. The library will not furnish utensils, appliances, etc.**
3. **Use of the room must in no way interfere with the patrons or staff of the library.**
4. **Library-sponsored activities are given priority in scheduling use of the room at all times.**
5. **The community room may not be used for meetings that result in financial gain or profit for any person, organization or business.**
6. **No person, organization or business may use the room on a scheduled repetitive basis. This does not apply to other governmental units, upon board approval.**
7. **Reservations for the use of the room must be made on the Community Room Agreement form provided by the Library Director. Reservations will not be taken more than 90 days ahead of scheduled date.**
8. **All reservations must be approved by the Library Director.**
9. **The charge for the room will be \$20.00. An additional fee, of \$10.00 per hour, will be charged for every hour, or portion thereof, that the room is used after the library is closed.**
10. **Persons, organizations or businesses are responsible for any damage done to the library.**
11. **The library is not responsible for lost, damaged, or stolen property.**
12. **Attendance shall not exceed posted limits.**
13. **The library reserves the right to change or cancel reservations in emergency situations.**
14. **The library reserves the right to regulate or revoke the Community Room privileges at all times.**
15. **All rules concerning the use of the Community Room apply to public use but may be waived for library or governmental related programs or with approval from the Board of Trustees.**
16. **Individuals, organizations or businesses which use the community room are responsible for complying with applicable ADA standards.**

Revised & Approved 3/13/2006

**FLORA PUBLIC LIBRARY
COMMUNITY ROOM AGREEMENT**

Date(s) of use:

Time(s) of use:
Please include set-up time)

Purpose of use:

Equipment needed: (circle all that apply)

TV/VCR/DVD	Overhead Projector	Slide Projector
Screen	Flip Chart/Dry Eraser Board	Easel

In consideration of the Flora Public Library consenting to the use of the Community Room, the undersigned agrees:

1. To pay the fee therefore in advance.
2. To pay for all repairs for damage to the library real or personal property occasioned during the use of the room.
3. It is familiar with and will observe all rules, regulations (see page 2) and policies adopted by the library board, including, but not limited to, the prohibition of alcoholic beverages and illegal drugs and restrictions on the use of tobacco products.
4. To vacate the room and remove all of the undersigned's personal property after the permitted period of use.
5. To defend and indemnify the library against any and all claims, suits, losses and liabilities on account of injury or death of persons or damage to any property caused by or arising out of the use of the library property and not solely by or out of any negligence of the library.
6. To show proof of adequate liability insurance coverage upon request by the library.

Rental Fees

Applicant's Name
(if any)

Basic Fee: \$

Title/Office:

After Hours Use Fee: \$

Group or Organization:

Other: \$

Address:

Total Due: \$

Telephone:

Refund/Date:

Applicant's
Signature

Authorized Library Official

Date

Date
