

Putnam County Library Meeting Room Use Contract for 2009

1. Library activities have priority over any outside pre-arranged or regularly scheduled groups or events.
2. Bookings for meeting rooms are to be arranged through the reference librarian no less than 24 hours before the meeting.
3. Meeting rooms are available for public gatherings of a civic, cultural, or educational character. Rooms are **not** available for meetings of social, political, partisan, or religious purposes; for the benefit of private individuals or commercial concerns; for the presentation of one side of controversial matters; or when, in the judgment of the Library Board, disorder may be likely to occur.
4. The rooms may be used by joint committees or associations from more than one church for business, educational, and cultural transactions when no religious services are involved.
5. Use of the rooms is limited to meetings for which no admission charge is made except for meetings sponsored by the library or an approved nonprofit educational group or institution for short-term classes. Monies collected shall be used for expenses or for contributions to the library program.
6. No closed meetings are permitted, i.e.; the press, library personnel, members of the Board, and law enforcement cannot be denied admission if they desire to attend.
7. An individual from the organization and the organization are held responsible for the conduct of those attending the meeting; expenses for any possible damage to library property; limiting the serving of food to simple refreshments in the meeting room (no food or beverages in the library area); janitorial service during and after the meeting; and an official application and agreement to these terms.
8. Those groups or organizations wishing to use the kitchen equipment and facilities will be responsible for payment or replacement of broken or damaged items and cleaning the kitchen and equipment after their use.
9. Permitting a group to meet at the library in no way constitutes an endorsement of the group's objectives or beliefs. If a question is raised as to the goals and activities of any group in the meeting rooms, the Library Board is the final authority in granting or refusing permission for use of the rooms.
10. A minimum attendance of ten participants is required to reserve a room.

I have read the above regulations and agree to comply with them.

Signed _____

Organization: _____

Purpose of meeting: _____

Day requested: _____ **Time: From:** _____ **To:** _____

Upstairs _____ **or Downstairs** _____ **Estimated attendance:** _____

Person in charge: _____ **Today's date:** _____

Address: _____ **Zip:** _____

Work Phone: _____ **Home Phone:** _____

We are a Scouting or educational group and will need the room _____ school year only; _____ all year.