



Meeting Room Agreement

Organization Name _____ Today's Date _____

Date of Reservation _____ Time of Reservation _____

Your Name _____

Address _____

Phone _____ Email _____

Desired location:

- ☐ Community Room (large meeting room on the lower level, seats 30-64 adults)
- ☐ Story Time Room (medium-sized room on the lower level, children's themed, seats 20-25 children)
- ☐ Local History Room (seats 8 to 10 and includes a large conference table.
Refreshments are not permitted in the Local History Room.)
- ☐ Study Room (small room on the lower level and includes table, seats 4 adults)
- ☐ Library Garden (large fenced-in outdoor space, located between the Library building
and parking area and Plum Street)

My group's meeting will be open to the public? No _____ Yes _____

My group's meeting will require special arrangement of tables/ chairs in the room? No _____ Yes _____ (If yes, specify on
back of this sheet)

By signing below, I acknowledge:

Rules and Regulations for the use of the Germantown Public Library Reservable Rooms

1. No private parties. Non-profit clubs or organizations are permitted to use rooms pending management approval. No group using Library rooms will be selling services or products, conducting fundraising, conducting classes for profit, or private social functions. No group will charge admission nor require a donation from attendees.
2. Any person or group using a room in the Library will not use Library-owned supplies, food, or drinks for their own use.
3. Alcoholic beverages and smoking are not allowed in the meeting rooms or anywhere on Library property.

4. Refreshments may be served upon approval. Packaged meals such as box lunches or catered meals are permitted upon approval. No meals may be cooked in the Library.
5. Any use of the building after normal Library hours must be arranged with the Director.
6. The Library is not responsible for equipment, supplies, materials, or other items owned by a group or individual and used in the Library. The Library cannot supply storage for such items.
7. Lost or damaged equipment owned by the Library must be replaced. The person reserving the room is responsible for any damage to the room or its contents.
8. The room must be left neat and orderly. Trash should be disposed of in the receptacles provided.
9. Children's groups (12 years old or younger) may use the rooms with supervision by one adult for every 5-7 children.
10. The Library reserves the right to discontinue the use of the room by any group that disturbs the usual operations and procedures of the Library or creates a nuisance in the area.
11. All publicity for a meeting held at the Library that is not a Library-organized event will include a disclaimer stating that, "(my group's) use of the Library facilities in no way constitutes an endorsement of the group's policies or beliefs by the Germantown Public Library."
12. Groups using the Library will conclude meetings 15 minutes prior to the Library's close of business.

Use of facility for public meeting: The primary purpose of the Germantown Public Library meeting rooms is to provide spaces for Library and Library-related activities such as story times, educational/ informational programs, book discussion groups and other events sponsored or co-sponsored by the Library and relating to furthering the use of Library materials. The Library's meeting rooms are available for use by the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Any use of the rooms is subject to the accompanying Rules and Regulations. The Library reserves the right to discontinue the use of the rooms by any group that disturbs the usual operations and procedures of the Library or creates a nuisance in the area. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs.

I will be responsible for any clean-up necessary after my group meets, leaving the room in the condition in which it was found.

I acknowledge that the Library reserves the right to deny, cancel, or reschedule any meeting. Additionally, I agree to the Rules and Regulations for the use of the Germantown Public Library

Signature

Date