



Meeting Room Liability Agreement

Name: _____

Organization/Event: _____

Reservation Date(s): _____

Reservation times include setup and tear down.

You are responsible for set-up and tear down of all tables and chairs being used.

- ___ 1. The public meeting rooms may not be used for private events that interfere with normal library operations such as weddings and/or wedding receptions. By reserving a meeting room, one certifies that prohibited activities will not be part of the scheduled event. The library reserves the right to seek the assistance of law enforcement to immediately terminate any event that interferes with normal library operations.
 - Loud amplified music
 - Food preparation or substantial food service
 - Excluded public use of the restrooms.
 - Consumption of alcoholic beverages
 - Unsupervised minors
- ___ 2. Beverage and Food Restrictions
 - The use of alcohol beverages is not permitted in the Peabody Public Library or on the Peabody Public Library grounds.
 - No red, orange, grape, or dyed drinks are permitted. Any damage to Library property, including carpet damage due to dyed drinks, is the responsibility of the meeting room user.
 - All food and related trash must be removed from the library premises immediately after the event.
 - No food may be left or stored in the meeting rooms for future meetings.
- ___ 3. No Smoking
 - Smoking is neither permitted in the Peabody Public Library building nor within 8 feet of any door.
- ___ 4. Responsibility of the users
 - Access to the room starts at the beginning of your reserved time. Early access to the room or building is not allowed unless prior authorization is given from the Director.
 - **Table decorations ONLY.** DO NOT use tape on any permanent structures in the room. This includes doors, windows, walls, room dividers, electronic equipment, etc.
 - No outside equipment, including but not limited to, domestic or wild animals, bouncy houses, toys that may cause injury, gymnastic equipment, portable trampolines, etc. are permitted in the meeting rooms. The only furniture permitted in the meeting rooms is the tables, chairs, and technology equipment provided by the library. The library must comply with insurance requirements for public use of the meeting rooms.
 - The library does not assume responsibility for the security of personal items.
 - Individual groups are responsible for returning the meeting rooms to the state originally found.

- Groups will be responsible for turning off lights and taking trash to the dumpster.
- Each group must furnish their own supplies and refreshments.
- If a room is divided and 2 groups are meeting at the same time, each group is expected to respect the rights and comforts of the other.
- It is the responsibility of the user to notify the library of cancellation of an event at least 24 hours in advance. There are **no refunds** issued.
- Failure to vacate the meeting rooms by the time specified in the reservation form will result in the loss of future meeting room privileges and potential for the law enforcement assistance.
- Use of long-lasting flames is prohibited. This does not apply to candles on a cake.
- Unauthorized entry into the library's network or to any other computer system is prohibited.

___ 5. Liability clause

- Applicants are responsible for any damage to facilities and equipment and for all cleanup. Any damage to Library property is the responsibility of the applicant signing this form. Should an applicant damage the facilities and/or equipment of the Peabody Public Library, they will be responsible for repairs and/or cost of cleanup. Should an applicant fail to pay, and the Peabody Public Library must resort to court action to collect any debt owed, the applicant shall be responsible for reasonable attorney fees and all court costs incurred.

___ 6. Non-endorsement policy

- Publicity for a meeting of a non-library group must not be worded in a manner that would imply library sponsorship or endorsement of the group's activities.
- Groups may not use the library's address, phone, or fax number as their own.
- A copy of any press release, handbill, invitation referencing a library meeting facility must be placed on file with the library.
- Misrepresentation of these facts will result in the loss of meeting room use for the offending group.

___ 7. Local use only of the telephone services

- The telephone is restricted from long-distance calls.
- Any teleconferencing fees will be paid by the reserving group for non-library events.

___ 8. Security

- For security purposes, **DO NOT** prop open doors. If access to the outside is needed, see the Librarian in charge.
- If additional security is deemed necessary by the library, it is the responsibility of the reserving group to pay for said security.

___ 9. The library does not assume responsibility for personal injuries due to an act of God.

___ 10. While the Library proper is closed on Sundays, we do provide access to the lower-level rooms for events. Access is only available via the back entrance and individuals are not allowed to go upstairs.

**For complete details on meeting rooms and policies visit <http://ppl.lib.in.us>

I have read and understand the Library Policies and agree to abide by them.

Signed _____

Date _____

Staff Initials _____