



MEETING ROOM AGREEMENT

Requested Date(s) of Use:

Requested Time of Use:

Requesting Organization/Group Name:

Responsible Party Name (Individual):

Contact Number:

Email address:

Mailing Address:

City:

State:

Zip:

Briefly describe the nature/purpose of the meeting:

A/V equipment requested:

Approximate number of attendees/participants:

Our group / organization hereby agrees to the following:

- All meetings and events held at the library must be open and free to the public. No admission fee is permitted.
- The meeting areas are provided as a public service, subject to rental fee and usage regulations established by the Sara Hightower Regional Library Board of Trustees.
- Any special requests for use of the facilities not listed in this policy shall be considered a special request and referred to the Library Director for appropriate action.
- Setting up tables and chairs are the sole responsibility of the organization members reserving the meeting room. Library staff are not available to set up tables, chairs, or bring in items for events.
- Organization members or individuals who reserve the meeting rooms are responsible for taking down tables and chairs and returning the room to its original state. This must be done the day of the event and before leaving the library.
- Library staff are not responsible for collecting trash or cleaning the room after use. That is the sole responsibility of the organization members or individuals who have reserved the room.
- Audio-Visual equipment is available for use, and must be reserved upon the room request.

- Library staff are not responsible for conveying messages to event participants.
- No expendable supplies such as paper, pens, markers, or tape are not provided.
- In the event of a building emergency or inclement weather, the meeting may be canceled by Library Administration. Library staff will make every effort to contact the organization or individual in the event of an emergency closing.
- No furniture, fixtures, or any items may be taken from the library for use in the meeting rooms.
- No items may be attached to the walls that will cause damage to the wall's surface.
- No red or dark colored drinks will be allowed.
- No advance deliveries will be accepted by library staff for organizations using the meeting rooms.
- Attendance must not exceed room capacity. Each library branch has room capacity information available for their specific meeting rooms. Please be aware of attendance when making room reservations.
- The contact person for each meeting is responsible for ensuring that each member of the group is made aware and abides by these policies and restrictions.
- All local and state ordinances and codes must be observed and followed.
- No smoking, gambling, or consumption of alcoholic beverages or other illegal drugs shall be permitted in the meeting rooms.

FEES:

- A \$75.00 deposit is required for applicable reservations and will be refunded to the contact person who makes the reservation. Reservations can not be made more than three months in advance. The deposit is required at the time of the request. Upon inspection after the event by library staff, a refund will be issued based on the payment method received. Cash deposits which will be refunded only by check mailed by the SHRLS Financial Office. All refunds will be processed through the SHRLS Administration Office located at 205 Riverside Parkway, Rome, GA 30161.

Rome/Floyd County Library:

- Etowah or Oostanaula Rooms: \$25.00/per half day (4 hours or less), \$50.00 for entire day (up to 8 hours).
- Coosa Room: \$50.00/half day (4 hours or less), \$100.00 for entire day (up to 8 hours).
- Kitchen: \$15.00

- The kitchen area in the Rome/Floyd County Library is for use when food is brought into the library. The library does not supply any utensils, cookware, coffee dispensers, or supplies. The kitchen area must be cleaned thoroughly after the event by the responsible party. Library staff are not responsible for cleaning the kitchen or disposing of trash.

Rockmart, Cedartown, Cave Spring, Chattooga, and Trion Libraries:

- \$25.00/per half day (4 hours or less), \$50/entire day (up to 8 hours). No kitchen areas are available at these locations.

SECURITY (if applicable):

- A library security guard must be present at the entire time of the event to secure the building during and after the event. The fee for a library security guard is \$30.00 per hour and must be paid directly to them. A two hour minimum is required and if the event should exceed two hours, the library security guard will be paid in 30 minute increments.

LIBRARY LIABILITIES:

The Sara Hightower Regional Library Board of Trustees, its funding agencies, the branch libraries, nor any of its employees are responsible or liable for loss, theft, or damage incurred to vehicles, personal property, or rental property brought into the building or used on library properties.

Responsible Party Signature

LIBRARY USE ONLY:

Deposit received (staff initials/date):

Fee received (staff initials/date):

Fee Total (if applicable) : \$

Payment Method : _____

Check Off – Staff Signature/date: