



MEETING ROOM APPLICATION AND RENTAL AGREEMENT

Bay County Public Library

MEETING DATE _____

TIME _____

AMOUNT PAID \$ _____

Applications must be submitted in person up to three (3) week days prior to the event. Payment must be made by cash or check at the time of submittal of the application. Applications must be signed by an adult (age 18+); photo identification is required.

I understand and agree to the policies stated herein and attached as Exhibit I:
(All meetings must be open to public except as noted in Exhibit I.)

Approved Disapproved

Date _____

By _____

ID presented _____

Signature _____

PLEASE PRINT

APPLICATION DATE _____ ESTIMATED ATTENDANCE (please estimate) _____

PLEASE DESCRIBE THE PURPOSE FOR OR PROGRAM CONTENT OF YOUR EVENT: _____

ORGANIZATION NAME _____

WEBSITE _____ APPLICANT NAME _____

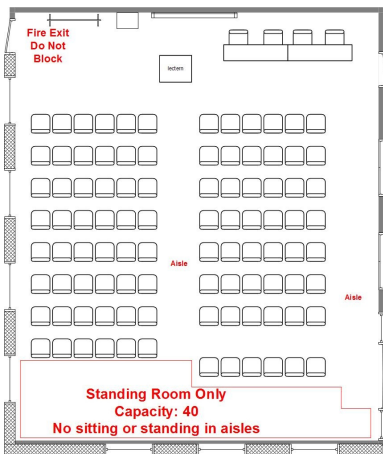
APPLICANT PHONE: HOME _____ WORK _____ CELL _____

NAME AND TELEPHONE NUMBER OF PERSON THE PUBLIC CAN CONTACT: _____ TELEPHONE _____

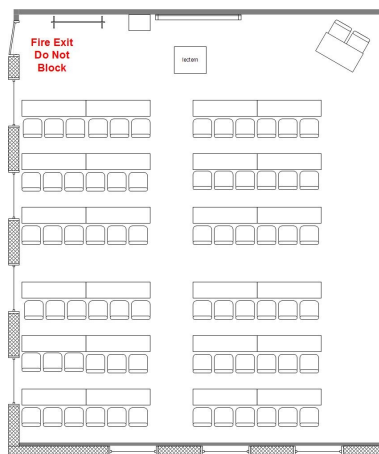
The Meeting Room is equipped with amplified lectern with microphone, ceiling-mounted digital projector, motorized screen, and AV cart. Cables for connecting the renter's laptop or DVD player to the digital projector and the projector's remote for turning on its power must be requested from the Circulation Desk. The Library does not provide a computer or DVD player. The Library and Bay County Board of County Commissioners are not responsible for malfunctions of equipment. Because of the varied types of equipment, our staff cannot provide training in or assistance with connecting your equipment.

Room rates: \$20 for the first four (4) hours, or any portion thereof;
\$40 per reservation period exceeding four (4) hours.
A security deposit of \$200 may be required if food and/or beverages other than water are served.

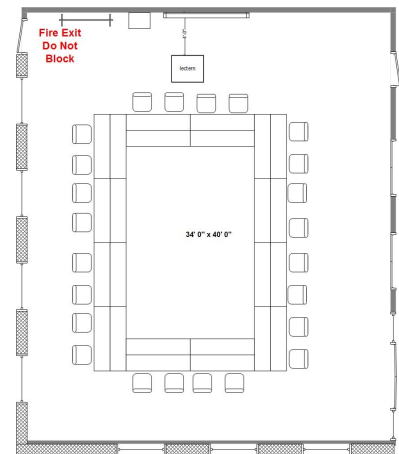
Seating capacity: 96 auditorium seating; 72 seated at 24 training tables (18" d x 72" w); 42, in conference configuration
(Seating configurations are for demonstration only. Clients are responsible for set up of space.)



Auditorium Seating



Training



Conference

Cancellations: Clients needing to cancel a reservation should notify the library at the earliest possible date. Fees will be refunded for cancellations received 24 hours prior to the scheduled use. Fees are refunded by check.

Setup & Breakdown: Setup and breakdown times for all events must be included in the contracted rental hours.

- The renter is responsible for setup and breakdown of room configurations. Access to the meeting room prior to library opening must be approved by the Library Director.
- No signs, decorations, etc., may be affixed to the walls, windows, doors, projection screen, or columns.
- It is the responsibility of the renter to insure that all deliveries, preparation, and cleanup are completed in accordance with procedures established by the Library, and that Library staff and services are not impacted or involved. It also is the renter's responsibility to insure that all event attendees, including the renter, guests, entertainment and catering staff have cleared the building by the agreed-upon time or an additional fee may be charged to the renter.
- Event equipment must be picked up as soon as possible after the event is completed. Arrangements are the responsibility of the client. The Library will not be responsible for equipment or items left after the event.
- The event space used by the client must be left in its original condition. The client will be held responsible for any damage or failure to restore the space and clean the area. Any such damage to the Library building, furnishings, equipment, or materials during the hours of the event will be assessed and charged to the client named on the agreement and will be due and payable before the client may be granted use of the facilities in the future.

The Library will not accept reservations for a series of meetings which designates the Library as the regular meeting place for an organization, unless that organization is affiliated with or sponsored by the Library and/or Bay County Board of County Commissioners, or as approved by the County Manager or designee.

The Library reserves the right to refuse use of the meeting room. Library facilities are not available for social functions such as weddings; product shows; religious meetings or congregations; and political fundraising events. Government meetings of the Bay County Board of County Commissioners and its appointed boards are permitted.

Library facilities may be used during normal open hours, and programs may continue no longer than two hours after the Library's closing time, except as approved by the County Manager or designee. No event shall interfere with the normal operations of the Library.

The Library and Bay County Board of County Commissioners do not assume liability for injury or damage to personal property which occurs as a result of actions of the client or participants at a scheduled event.

No client using the facilities may discriminate in any way on the basis of race, color, religion, sex, national origin, age, or physical disability. Any client using library facilities must accommodate the needs of the disabled upon request.

Children of persons attending events should not be left unattended in the Library during the meeting room use.

Simple, light refreshments prepared outside the Library may be served; arrangements must be made in advance. Alcohol is not permitted. The person reserving the facility is responsible for setting up the room before the meeting and cleaning up afterward. Damage to Library property will be the responsibility of the client using the room. (A security deposit of \$200 may be required if food and/or beverages other than water are served.)

The Library does not necessarily endorse or accept the purpose, views, or policies of groups using Library facilities. Any announcement or publicity implying such endorsement is prohibited.

Use of alcohol on Library property is prohibited. Smoking is permitted only in designated areas outside the Library.

**BAY COUNTY PUBLIC LIBRARY SYSTEM
MEETING SPACE, SMOKING AND FACILITY POLICY**

The Bay County Public Library System maintains meeting space in as many library facilities as possible. Priority in the use of library meeting rooms will be given to library sponsored events and programs.

Library meeting rooms are available, for a nominal fee of \$20 for the first four (4) hours, or any portion thereof and \$40 per reservation period exceeding four (4) hours. Use of meeting room space shall be reserved and is subject to submittal of a Meeting Room Application and Rental Agreement which is available at any Bay County Public Library site. These applications must be submitted in person up to three week days prior to the event. Payment must be made by cash or check at the time of submittal of the application.

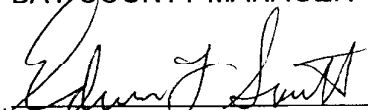
Activities in the library's meeting rooms must be open to the general public, with the exception of certain City, County, State, or Federal Government meetings which are closed by operation of law. No admission fee, fund solicitation, or direct sales are permitted. Products or services may not be advertised, solicited, or sold in library meeting rooms or on library property. However, exceptions may be made by the County Manager for government or charitable sponsored events.

Library meeting rooms will be available to groups on equal terms, regardless of the beliefs or affiliation of those requesting their use. Meeting space occupancy may not exceed that set forth by the Fire Marshall. While the Library will at all times protect the First Amendment rights as provided in the United States Constitution of all persons, restraint must be used to insure that normal library uses are not disrupted. Noise making devices which disrupt meetings or presentations or other normal library uses are prohibited on library property. Any violation of this policy may result in the event being immediately cancelled and may cause the offending party to lose any rights to use library facilities in the future.

Smoking will only be allowed in designated areas outside of buildings and away from porticos, entrances and exits from library buildings and subject to the provisions of Chapter 386, Part II, Florida Statutes. Waste and cigarette or cigar butts must be deposited in provided receptacles. Window sills and grass areas shall not be used for seating and/or smoking areas. Pedestrian traffic must use paved sidewalk and/or parking areas and all grass areas are off-limits for sitting, standing, walking or other kinds of traffic in order to minimize damage to grass areas.

Library facilities must be used for library purposes and/or attendance at functions held on library property. Persons who violate these policies may be asked to vacate and leave library property in order to minimize disruption of other library patrons and their use of library facilities.

BAY COUNTY MANAGER


Edwin L. Smith

Dated 9/28/09

Meeting Room Checklist

Initial	Final	
<input type="checkbox"/>	<input type="checkbox"/>	Trash picked up
<input type="checkbox"/>	<input type="checkbox"/>	Carpet: No spills or soiling, except as noted below
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen: Trash picked up
		Counters wiped of spills
<input type="checkbox"/>	<input type="checkbox"/>	Screen: Screen raised and switch returned to neutral position
<input type="checkbox"/>	<input type="checkbox"/>	Projector: Cables disconnected and returned to Circulation Desk
		Remote returned to the Circulation Desk
<input type="checkbox"/>	<input type="checkbox"/>	White Board erased

By our signatures, we acknowledge that we have inspected the room and accept its conditions as noted above and/or as recorded in Comments below:

Initial inspection:

Final inspection:

Library Employee

Date

Library Employee

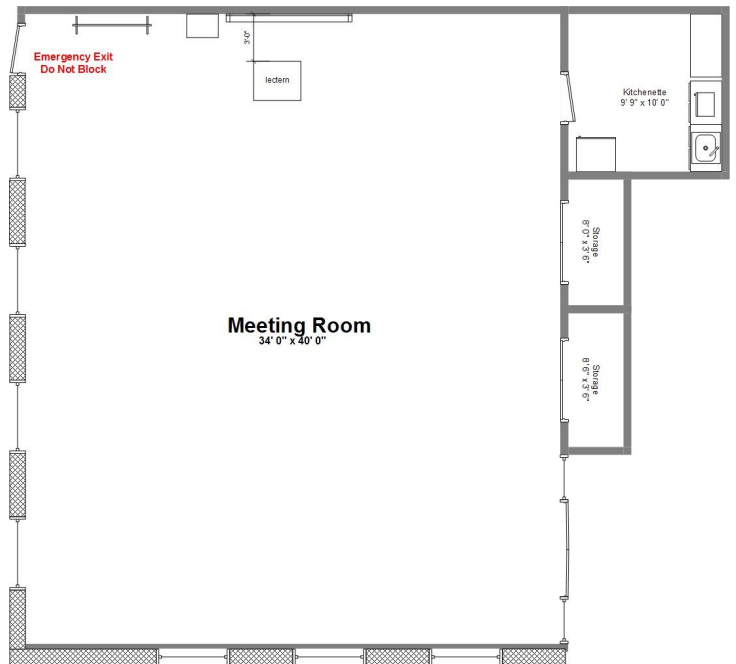
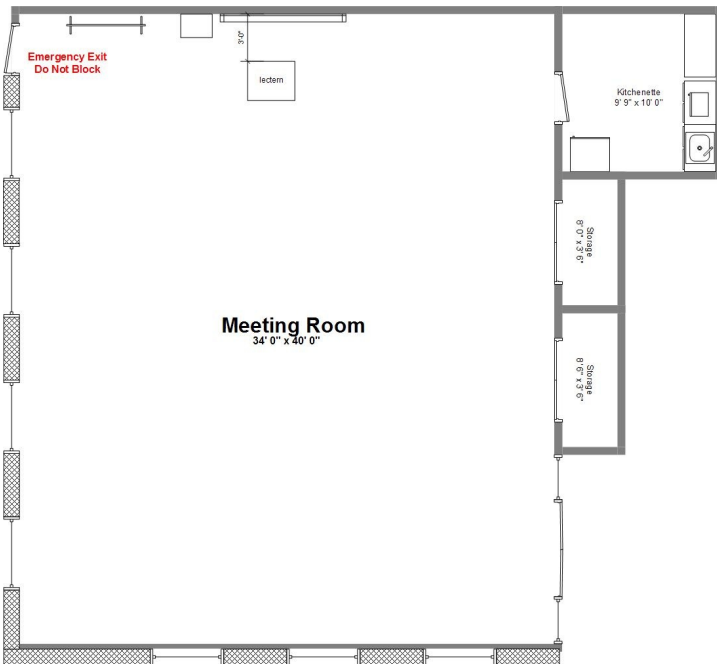
Date

Renter

Date

Renter

Date



Comments: