

## Appendix E: Meeting Room Use Agreement Form

The use of the meeting room must be scheduled with the front desk. Meetings must take place during regular business hours. Groups using the meeting room will follow the Meeting Room guidelines below:

1. The meeting room is free to library members with good standing or \$20 per day for non-members.
2. Persons using the meeting room are subject to all library rules and regulations.
3. Organizational or structural modifications of the meeting room are not allowed.
4. Library sponsored activities are given priority in scheduling the use of the room
5. The room is not available for commercial groups/individuals, or for money-raising purposes, with the exception of The Friends of the Library events.
6. Meetings in the conference rooms must be open to the public. Meetings of a closed, personal, or private nature may be scheduled at the discretion of the library director.
7. Reservations must be made for the use of the room. The reservation request must include the name of the organization, time period desired, number of persons expected, name and telephone number of the person responsible, and the topic or nature of the meeting.
8. Cleaning costs necessitated by the use of the room and/or damage to any equipment in the room will be the responsibility of the group using the room.
9. In compliance with Idaho State Law, smoking is not allowed in the library nor within 20 feet of the building. Alcoholic beverages may not be served.
10. Exceptions to any of these policies must be approved by the library director.

Meeting room request form must be filled out and submitted to the front desk in advance of the meeting.

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Number of attendees \_\_\_\_\_

Do you have a valid and in good standing Cascade Library membership?

Yes \_\_\_\_\_ (no fee) Member # \_\_\_\_\_ No \_\_\_\_\_ (\$20 fee per day)

Sponsoring Organization \_\_\_\_\_

Meeting Topic \_\_\_\_\_

Date and Time Frame of Meeting \_\_\_\_\_

I have read and understand the guidelines adopted by the Cascade Public Library Board of Trustees.

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Signature

Position

Date