

## KINGSBURY COMMUNITY ROOM REGISTRATION FORM

Name of Organization: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Program: \_\_\_\_\_

Date & Time: \_\_\_\_\_ Estimated number in Attendance: \_\_\_\_\_

### RULES FOR USING THE MEETING ROOM

- 1). Permission must be obtained from the Library Director or an authorized representative to schedule use of the room.
- 2). Use of the meeting room before or after library hours will require advanced notice given to Library Director or librarian during library hours. A key will be provided to the authorized person. A \$100 fee will be assessed for any lost key.
- 3). If a meeting is cancelled, the Library Director or an authorized representative should be notified.
- 4). Programs sponsored by the library will receive first consideration in scheduling use of the meeting room (Children's Story Hour, Friends of the Library, Summer Reading Program, etc.).
- 5). The library does not assume responsibility for setting up furniture or equipment, nor does it guarantee that any time will be available before your scheduled time for any set up or preparation.
- 6). This form must be filled out and signed by an authorized representative of the using group each time the room is used.
- 7). Smoking or use of tobacco products is prohibited throughout the library building.
- 8). No alcoholic beverages are allowed on library premises.
- 9). Groups shall not exceed the legal capacity of the meeting room. The legal capacity is 32.
- 10). Publicity for any activity other than official library or city activities must not in any way imply sponsorship by either the library or the city.
- 11). The library and the city assume no responsibility for property or personal belongings of any kind brought into the building by any person or group using the library's facilities or attending any function at the library.
- 12). Person(s)/organization using the meeting room are responsible for any damage to the facility and its furniture, equipment, and other contents.
- 13). All materials used by the person or group must be removed promptly, and the room must be left in a neat and orderly condition. If not, a custodial fee for the cost of the cleanup and not less than \$10 will be charged.
- 14). All damage incurred during rental of the facility will be charged to the responsible party at replacement cost.
- 15). Youth shall be accompanied by an adult chaperone that will be responsible for any damage occurring to the building and/or equipment.
- 16). The Library Director or an authorized representative may deny use of the facility, including stopping an activity in progress, to anyone violating these rules or behaving in a disorderly, disruptive, or offensive way.
- 17). Social or for-profit groups will be charged \$25 for up to a 4-hour reservation and \$50 for reservations of more than 4 hours. There will be no charge for non-profit groups who use the meeting room for no more than 12 meetings in a calendar year.

I hereby acknowledge and accept responsibility for compliance with these rules.

\_\_\_\_\_  
Signature of person in charge

\_\_\_\_\_  
Date