

## Meeting Room User Agreement

This agreement outlines the rules and expectations for using the James L. Hamner Public Library **Hamner Room**. The user signing this form must be at least 18-years-old and, excluding government employees, must have a JLHPL account. **All attendees must abide by the library's Code of Conduct**, which is available upon request. No event shall last later than 10:00 p.m. without approval of the library director.

Library events and events sponsored by the JLHPL Friends of the Library do not require this form and are not beholden to the same guidelines. A copy of the full **Meeting Room Policy** may be procured upon request.

### **Please read and initial the following, indicating that you understand:**

\_\_\_\_\_ I must attend the function being scheduled and must ensure that any minors in attendance are under the direct supervision of a responsible adult.

\_\_\_\_\_ I am liable for personal and/or property damages arising from use of the Hamner Room and shall hold the library blameless on any action brought against the library as a result of using the meeting room.

\_\_\_\_\_ Admission fees or monetary exchanges of any kind are not permitted.

\_\_\_\_\_ All events must be open to the general public and I cannot prevent anyone from joining the meeting. (Doors may be closed for privacy and to discourage entry.)

\_\_\_\_\_ **The library's name** (including forms of "Amelia County Library") **may not be used to advertise the location of a meeting.** The library's address (**16351 Dunn Street**) and **"The Hamner Room"** may be used.

\_\_\_\_\_ Any additional chairs or equipment must be requested prior to the meeting. The library cannot guarantee technology help during a meeting, including for technology borrowed from the library, but a training session for library technology may be scheduled in advance.

\_\_\_\_\_ The library does not provide typing or copying services, take messages, or furnish supplies to groups using the meeting room.

\_\_\_\_\_ The furniture in the room should be restored to the format in which it was found and the thermostat settings should not be altered.

### **After hours usage:**

\_\_\_\_\_ I am responsible for making sure the Hamner Room, lobby, and restrooms are clean and orderly along with making sure the lights are all off. All library owned equipment must be unplugged except for the mini fridge.

\_\_\_\_\_ I am responsible for making sure the front entrance doors are securely locked and **that the after-hours event key is returned to the outdoor book return.**

\_\_\_\_\_ No event shall last later than 10:00pm unless with prior approval.

**I have read and agree to abide by this User Agreement:**

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Library Card Number