# CITY OF EL PASO, TEXAS
# AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

**DEPARTMENT:** Library

**AGENDA DATE:** 7-15-08 City Council Meeting – Consent Agenda

**CONTACT PERSON/PHONE:** CAROL BREY-CASIANO (543-5413)

**DISTRICT(S) AFFECTED:** Citywide

**SUBJECT:** Resolution

**APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include $ amount if applicable.**

This Resolution states that City Council approves and adopts the attached Exhibit A, Facility Rental Policy, the attached Exhibit B, Library Use Priorities and Fee Schedule for the El Paso Public Library and the attached Exhibit C, El Paso Public Library Meeting Room Policy. These documents establish the policies and fees for use of the El Paso Public Library facilities by individuals and entities, waiving fees for events held by other organizations including the Friends of the Library for the purpose of supporting and promoting the Library fundraising or presenting educational programs benefiting the Library.

**BACKGROUND / DISCUSSION:**

**Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?**

With the expansion and renovation of the Main Library, requests for the use of the auditorium, meeting rooms, and other spaces for exhibits and special events have increased. The Branch facilities have also experienced an increase in requests for use of facilities.

With this increased interest in use of library facilities, and specifically for special events where organizations are requesting to serve and/or sell alcoholic beverages and food, it became necessary to establish new policies for those special events that may require more staff time, security and other specific needs.

**PRIOR COUNCIL ACTION:**

**Has the Council previously considered this item or a closely related one?**

Only the Fee schedule has been approved by City Council in the past.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

No funds required; the Library will provide use of facilities as outlined in the policies and fee schedule.

**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

N/A

**********REQUIRED AUTHORIZATION**********

**LEGAL:** (if required) Mark Shoesmith **FINANCE:** (if required)_____

**DEPARTMENT HEAD:** Carol Brey-Casiano

**(Example: if RCA is initiated by Purchasing, client department should sign also)**

***Information copy to appropriate Deputy City Manager***

**APPROVED FOR AGENDA:**

**CITY MANAGER:** Jayne A. Felion **DATE:** _____

# RESOLUTION

**WHEREAS,** the El Paso Public Library has developed a facility rental policy and rental fee schedule for rental of the Main Library atrium, auditorium and galleries and branch libraries to members of the public who wish to use the library for special events and the El Paso Public Library Meeting Room Policy that establishes rental policy and rental fees for use of meeting rooms for the rental to members of the public; and

**WHEREAS**, both rental fee schedules are based on actual costs of providing facilities, equipment and staff; and

**WHEREAS,** the fee schedules are for use of the library for events that are not directly related to financially supporting the library or supporting library programs; and

**WHEREAS,** the rental schedules waive fees for events held by organizations for the purpose of supporting, benefiting and promoting the library and library events, fundraising, educational programs or whose goals coincide with those of the Library; and

**WHEREAS,** the use of the library for library sponsored events shall have the highest priority followed by events by the Friends of the Library and then other individuals and entities.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

**THAT** the City Council approves and adopts the attached Exhibit A, Facility Rental Policy, the attached Exhibit B, Library Use Priorities and Fee Schedule for the El Paso Public Library and the attached Exhibit C, El Paso Public Library Meeting Room Policy for the purposes of establishing policy and fees for use of the El Paso Public Library buildings by individuals and entities and waiving fees for events held by organizations such as the Friends of the Library for the purpose of supporting and promoting the Library and Library events, fundraising or presenting educational

programs benefiting the Library. The Facility Rental Policy may be used as the special events use agreement and may be approved by the director of the El Paso Public Library.

**ADOPTED** this _____ day of _____ 2008.

THE CITY OF EL PASO

_____
John F. Cook
Mayor

ATTEST:

_____
Richarda Duffy Momsen,
City Clerk

APPROVED AS TO CONTENT:

Carol Brey-Casiano
_____
Carol Brey-Casiano, Director
El Paso Public Library

APPROVED AS TO FORM:

Mark Shoesmith
_____
Mark Shoesmith
Assistant City Attorney

## Exhibit A: Library Rental Policy

STATE OF TEXAS )
) s.s
COUNTY OF EL PASO )

**SPECIAL EVENTS USE AGREEMENT**
**MAIN LIBRARY: Atrium; Auditorium; Galleries; Branch meeting rooms**

This Special Events Use Agreement (hereinafter "Agreement") is made and entered into on this_____ day of _____, 20 ___, by and between the City of El Paso, a municipal corporation (hereinafter "CITY") and _____ (hereinafter "USER").

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, the parties agree as follows:

1. **REPRESENTATIONS**

1.1 USER desires to use a portion of the El Paso Public Library, located at _____ [Insert Address Here], El Paso, Texas (hereinafter "Library') for_____ on _____ (hereinafter "Event"), and thus, enters into this Agreement with the CITY; and

1.2 USER'S use of the facilities serves the public purpose of promoting public and private programs to further the development and public awareness of literary and cultural affairs in the community;

2. **USE AGREEMENT** USER and CITY agree that the CITY hereby grants to USER a non-assignable right for USER to use a portion of the Library. The use of the Library by USER for said Event may include the following spaces:

____Auditorium (Main Library)
_____ Atrium (Main Library)
_____2nd Floor Gallery (Main Library)
_____Maud Sullivan Gallery (Main Library)
_____Branch, _____(specify area in the branch library),

Use of the library includes the adjacent areas within the structure and access to the bathroom facilities designated by City.

3. **USE OF PROPERTY**

3.1 USER understands and agrees to keep the Library in good repair and condition during the term of this Agreement. Further, USER understands and agrees to reimburse the CITY for the cost of any theft, cleaning or necessary repair to the Library occasioned by damage arising from the Event, as determined to be reasonably necessary in the judgment of the Director of the El Paso Public Library or her designee (hereafter, the "Director").

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3.2 **FLOORING** USER agrees and warrants that it will not slide nor drag furniture, equipment or other materials connected with said Event across the floor of the Library. Furniture, equipment or other materials with casters may be rolled across the floor with prior approval of the Director. It is expressly understood and agreed that the cost of any damage to the Library floor during the Event, including but not limited to set-up or take-down and/or sliding or dragging of furniture, equipment or other materials, will be reimbursed by the USER to the CITY, within fifteen (15) days written notice from the CITY to the USER.

4. **DURATION AND SCOPE** The CITY agrees that USER may use the Library from .m. through .m., _____, 200__ for the specific purpose of the Event. USER agrees that the Library will be vacated and that all equipment and other items connected with the Event shall be removed from the Library no later than .m. on , 200___. In the event that the USER fails to vacate the Library and remove all equipment and other items connected with the Event as specified in this Agreement, the CITY may, at its option and within its sole discretion, either extend the time for removal or remove said materials and charge the cost thereof to the USER. The USER agrees to pay all reasonable cost(s) incident to such removal by the CITY.

5. **CONSIDERATION** As consideration for the use of the Library for said Event, the USER shall pay the CITY the sum of AND /100 DOLLARS ($ ) on or by . Failure to make such payment will result in cancellation of this Agreement. This fee is in addition to the fees specified in paragraphs 7.3 and 7.4 of this Agreement.

6. **INDEMNIFICATION** **AS A CONDITION OF THIS AGREEMENT, USER SHALL INDEMNIFY, DEFEND AND HOLD THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, LIABILITY, DAMAGES OR EXPENSE, INCLUDING BUT NOT LIMITED TO ALL JUDGMENTS, SETTLEMENT AMOUNTS, ATTORNEYS' FEES, COURT COSTS AND EXPENSES INCURRED IN THE INVESTIGATION, HANDLING, DEFENSE AND LITIGATION OF ANY CLAIM OR SUITE, INCLUDING BUT NOT LIMITED TO ANY CLAIM OR SUIT FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY OR ANY ILLNESS, INJURY, PHYSICAL OR MENTAL IMPAIRMENT, LOSS OF SERVICES OR DEATH TO ANY PERSON REGARDLESS OF THE MERITS OF OR OUTCOME OF SUCH CLAIM OR SUIT ARISING OUT OF OR RELATED TO THIS AGREMENT. USER FURTHER EXPRESSLY AGREES TO INDEMNIFY THE CITY FROM ANY AND ALL CLAIMS ARISING, IN WHOLE OR IN PART, FROM THE ACTS OR OMISSIONS OF THE CITY, EVEN WHERE SUCH CLAIMS MAY INVOLVE NEGLIGENCE OR ALLEGATIONS OF NEGLIGENCE ON THE PART OF THE CITY, ITS OFFICERS, EMPLOYEES, REPRESENTATIVES OR AGENTS.**

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## 7. TERMS AND CONDITIONS:

7.1 **FOOD AND DRINK** Food and drink may _____ may not____ be served in the following designated area of the library as part of the Event:_____. The library requires food to be catered. _____ yes _____ no. If Catering is required, the name of the company providing the catering is: _____.

7.1.1 **FLAMES** Use of any type of fire or flame for food or refreshment preparation and/or service is _____ prohibited _____ allowed. If allowed, the area where flames may be used is limited to: _____.

7.1.2 **LIQUOR** USER is [_____ granted permission] [____ not granted permission] to serve alcoholic beverages as a part of the event. USER and its caterer [if applicable] shall comply with all liquor licensing requirements. No alcoholic beverages may be brought into the Library by USER unless permission is granted by the Director, as indicated in this paragraph. This prohibition applies to all invitees of USER.

7.1.2.1 INSURANCE - Serving alcohol: USER understands and agrees that it shall provide liability insurance coverage for serving alcohol, in an amount no less than $1,000,000.00 for the term of this Agreement. Said policy is in addition to the insurance requirements set out in Section 7.6 below in this Agreement and may be provided through USER'S caterer.

7.1.2.2 ADDITIONAL INSURED: USER further agrees to obtain an insurance policy that includes the CITY as an additional named insured on the policy relating to the service of alcohol. A copy of the insurance policy, or certificate of insurance, issued by an insurance company authorized and licensed to do business in the State of Texas and reflecting the coverage required by this Agreement for service of alcohol, shall be furnished to the Director prior to the Event. Failure to provide the required proof of insurance, naming the CITY as an additional insured, shall result in the cancellation of this Agreement.

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7.2 **SMOKING** No smoking will be permitted within the Library during said Event, as required by Chapter 9.50, El Paso Municipal Code. Violators will be reported to the Fire Department and/or Police Department for potential prosecution.

7.3 **SECURITY** The CITY will provide security guard service during said Event, including the time for set-up and take down of equipment and other items connected with the Event. USER understands and agrees to pay the cost for the security guard(s). The Director shall determine the number of security guards for which USER must pay. Security guard fees shall be in addition to the rental fee.

The cost for security guard(s) for the Event is $_____. USER agrees to pay the costs of the security guard(s) within thirty (30) days after receipt of an invoice from the City.

7.4. **EVENT STAFF** The City will provide event staff service during said Event, including set-up and take down of equipment and other items connected with the event. USER agrees to pay the cost of the event staff within thirty (30) days upon receipt of invoice from the City. The charges for event staff will be at the rate of $_____ per hour per person. The Director shall determine the number of event staff for which USER must pay. Event staff fees shall be in addition to the rental fee.

7.5 **NUMBER OF ATTENDEES** USER understands and agrees that, by order of the Fire Marshal, the number of attendees for said Event shall not exceed _____, without prior written approval by the Fire Marshal. USER further understands and agrees that if the number of people present during the Event exceeds the number authorized by the Fire Marshal, the Event will be terminated and all attendees will be instructed to leave. Failure to leave will result in criminal prosecution.

7.5.1 USER understands and agrees that if it violates any condition imposed by the Fire Marshal, the Event will be terminated and all attendees will be instructed to leave. Failure to leave will result in criminal prosecution.

7.5.2 USER further understands and warrants that it will ensure compliance with any and all orders and/or directives of the Fire Marshal or security guards relating to fire or other matters of safety.

7.5.3 USER understands and acknowledges that it shall pay directly to the Fire Department any fees or charges for the attendance of Fire Inspectors at said Event that the Fire Marshall requires or deems necessary to ensure safety and compliance during the Event. Such fees or charges shall be in addition to rental fees and charges paid to the Library, as set forth in this Agreement.

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7.6 **INSURANCE** USER understands and warrants that it shall provide liability insurance coverage in no less than the following amounts: $250,000 per individual per occurrence for personal injury; $500,000 per occurrence for personal injury for more than one person; $100,000 for property damage (including damage to the rented premises) for the term of this Agreement.

7.6.1 USER agrees to obtain an insurance policy that includes the CITY, as owner of the premises used to conduct the Event, as an additional named insured. A copy of the insurance policy, or certificate, issued by an insurance company authorized and licensed to do business in the State of Texas and reflecting the coverage required by the Agreement, shall be furnished to the Director prior to USER'S use of the Library. Failure to provide the required proof of insurance, naming the CITY as an additional insured, shall result in the cancellation of this Agreement.

7.6.2 As an alternative to providing the liability insurance coverage as described above, USER may, at its option, elect to be covered by liability insurance obtained by the CITY for events at the Library by paying to the CITY the prorated share of the premium for such insurance. Such prorated premium shall be at the following rates: events with 1-500 attendees shall be $_____ per day.[1] Coverage for an additional

[1] Based on current rate set by city's insurance company.

named insured, if requested, will require an additional fee of $50.00 for each entity named as an additional insured. In the event USER elects to obtain the CITY-provided coverage, payment shall be made with and in addition to all other fees required of USER in this Agreement. The alternative insurance described in this paragraph is available to USER only upon approval of City's insurance carrier.

7.6.3 **WORKERS' COMPENSATION** USER hereby states and warrants that any entity providing services to USER during said event fully comply with all workers' compensation requirements in the State of Texas. USER'S employees, servants agents and the employees of USER'S contractors shall not be deemed or construed as City employees for any purpose including, but not limited to workers' compensation coverage.

7.7 **SAFETY** USER shall comply with all applicable laws, ordinances and regulations and shall encourage its participants in the Event to comply with all applicable laws, ordinances and regulations. USER shall exercise every precaution for the safety of public and private property and persons.

7.8 **DISCRIMINATION** USER, its officers, agents, servants, employees, volunteers and third parties will not discriminate on account of race, color, religion, sex or national origin, nor will it permit or allow any discrimination in the work done pursuant to this Agreement. Admission to the Library for the Event covered by this Agreement shall not be denied to any person described in Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

7.9 **ISSSUE ADVOCACY**: USER shall not represent that the City of El Paso is in support of or in favor of any issue advocacy in connection with USER'S use of the Library.

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7.10 **LIABILITY** USER expressly warrants and understands that, in all things relating to this Agreement, the CITY is performing a governmental function, as defined by the Texas Tort Claims Act. USER further expressly warrants and understands that every act or omission of the CITY that, in any way, pertains to or arises out of this Agreement falls within the definition of governmental function.

7.10.1 The CITY will not be liable to USER, nor any person claiming rights for incidental, consequential, special, punitive or exemplary damages of any kind, whether based on tort, contract or other theory of recovery, including but not limited to lost profits, loss of business, injury to property, mental anguish, emotional distress, negligence, and any other expenses or economic damages, as a result of breach of any term of this Agreement, regardless of whether the CITY was advised, had other reason to know, or in fact knew of the possibility thereof.

8. **LIMITATION ON LIABILITY** **In no event shall the CITY's aggregate liability to USER, including any person or persons whose claim or claims are based on or derived from a right or rights claimed by USER, with respect to any and all claims at any and all times arising from or related to the subject**

**matter of this Agreement, whether in contract, tort or any other cause of action, whether based on statute or common law, exceed the amount of consideration actually paid by the USER to the CITY under the terms of this Agreement.**

9. **CLEAN UP** USER agrees that it will remove from the Library and contiguous areas all trash and litter generated by the Event. USER will clean up litter and/or trash and place the same in the Library trash receptacles on site.

10. **COMPLIANCE WITH LAWS** USER shall comply with all applicable federal, state and local laws and regulations, all City ordinances and all codes and regulations. Failure to do so in any manner that materially impairs the quality of performance hereunder or affects the administration of the funds provided hereunder shall constitute a material breach of this Agreement.

11. **SEVERABILITY**. Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

12. **CHOICE OF LAW**. The parties agree that this Agreement shall be construed in accordance with and under the laws of the State of Texas.

13. **VENUE**. Venue shall be in the County of El Paso, Texas.

14. **PLACE OF PERFORMANCE.** The place where this agreement is to be performed is in the City of El Paso, Texas.

15. **COMPLIANCE WITH LAW**. USER shall comply with all Federal, State and local laws and ordinances applicable to this Agreement.

16. **NOTICE:** Any notices required under this Agreement shall be sent by Certified mail return receipt requested, postage prepaid to the City or USER at the following addresses

CITY:

Contact Person: _____
Address: _____
City: _____
Phone: _____

And:

Director of the El Paso Public Library
501 N. Oregon
El Paso, TX 79901

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USER:
Contact person: _____
Address: _____
City: _____
Phone: _____

17. **EFFECTIVENESS** This Agreement shall be effective as of the date the CITY delivers this Agreement to USER. All proposals, negotiations, notices and representations with reference to matters covered by this Agreement are merged in this instrument, and no amendment or modification thereof shall be valid unless evidence in writing is signed by both parties.

17.1 The person signing this Agreement on behalf of the USER warrants that he/she has the authority to do so and to bind the USER to this Agreement and all the terms and conditions contained herein.

18. **ENTIRE AGREEMENT** This Agreement constitutes and expresses the entire agreement of the parties hereto in reference to any of the matters herein provided for or herein discussed or mentioned in reference to the providing of such services, all promises, representatives, and understandings relative hereto being herein merged.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the _____ day of _____, 20___.

**THE CITY OF EL PASO**

By:_____

_____
Title: Director, El Paso Public Library

**USER:**

By: _____
Printed Name: _____

Title: _____

APPROVED AS TO FORM:

By: _____

_____
Assistant City Attorney

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## Exhibit B: Library Use Priorities and Fee Schedule

| | |
|---|---|
| Main Library Atrium: | $50.00 per hour |
| Main Library auditorium: | $50.00 per hour |
| Main Library galleries: | $25.00 per hour |
| Branch Libraries | $25.00 per hour |
| Computer lab/class rooms | $50.00 per hour |
| Security officer (each) | $_____ per hour |
| Event staff (each) | $_____ per hour |
| Insurance costs | $_____ per day |

The maximum number of attendees:

| | |
|---|---|
| Main Library Atrium: | _____ |
| Main Library auditorium: | _____ |
| Main Library 2nd Floor gallery: | _____ |
| Main Library Maud Sullivan Gallery: | _____ |
| Branch Libraries | _____ |

Library facility use priorities:

1. Library sponsored events (no fee)
2. Events by the El Paso Friends of the Library (no fee)
3. Individuals and entities, which will receive priority in the order that a written request for use of a Library is received by the Director and availability of the facility requested. (fees required).

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**EXHIBIT C**

**EL PASO PUBLIC LIBRARY**
**Meeting Room Policy**

6-401. USE OF COMMUNITY ROOMS. It is the policy of the Library to allow public use of its community rooms within established guidelines for activities not resulting in the generation of profit or income when such use will not conflict with Library business or activities. Persons or groups may reserve the use of community rooms within the guidelines that follow.

**6-401.01 LIMITATIONS**

A. Meeting room used must be requested and approved at least seven (7) working days in advance, and be submitted to the facility manager where the room is being reserved.

B. Walk-ins will be accommodated on a case-by-case basis.

C. Meeting room request changes will only be allowed pending the availability of room and resources.

D. Rooms may not be reserved more than three calendar months in advance. Each use of the room must be requested separately. Standing reservations will not be honored.

E. Rooms may not be used for illegal activities.

F. Noise must be kept to a moderate level so that the use or activity will not disturb library operations.

G. No music or voice amplification may be used other than that which is currently installed in the room unless previously authorized by the facility manager.

H. No smoking, burning, or activity that will result in the generation of smoke is allowed.

I. No alcoholic beverages will be served, consumed or introduced onto the premises unless properly permitted and authorized by the facility manager.

J. Occupancy limits, as posted in each room, will be strictly followed.

K. Room usage is subject to cancellation without notice in the event the room is needed for Library Department business.

L. No connection between the activity and the Library can be made or implied without the Department's consent. Any advertising of programs sponsored by an outside agency should be approved by the facility manager in advance.

M. Library Management will have access to and may enter the room at any time.

N. With the exception of licensed Peace Officers and Federal Agents authorized to carry weapons, no weapons of any kind, including concealed handguns, are permitted in the room.

**REQUIREMENTS**

A. Rooms will be reserved during Library hours at the facility in which the room is located

B. A meeting room user fee (payable at least 48 hours in advance) will be charged in accordance with the attached fee schedule. This fee may be waived to those groups whose goals coincide with those of the Library. The facility manager will determine if a group qualifies for this waiver.

   Rental of meeting rooms is also available to "for-profit" and "fee" groups. The fee schedule also applies to for-profit groups.

   - A full refund will be made only if cancellations are made at least 24 hours prior to the scheduled event.

C. "No show" users or those who fail to cancel may be denied future use of facilities.

D. Meeting rooms are available during regular library hours and must be vacated by closing time unless specific arrangements have been made and approved. An additional fee of $30.00 per hour will be charged for after hours to cover staff time and overtime facility usage.

E. Food and drinks may be served in the meeting rooms, except for the Auditorium at Main Library. The group serving them will be responsible for immediate clean up.

F. Any damage or loss to Library property will be charged to the users. An additional fee of $50.00 will be charged for maintenance services if the room is not left in good order and condition.

G. Special arrangements for meeting room set up must be made in writing when this form is submitted and will be honored as staff time permits. Cleanup will be the responsibility of the user due to staff limitation in all libraries.

H. At the conclusion of the meeting, it is the user's responsibility to notify library personnel to review the condition of the meeting room.

I. Persons using community rooms will obey all municipal laws and adhere to all Library rules and regulations and limitations and requirements imposed by this policy. Failure to do so may result in the immediate termination of permission to use the room, denial of future use of the facility until such time as the requester can establish that the policy will be followed, or both.

May 2008

# EL PASO PUBLIC LIBRARY

## APPLICATION FOR THE USE OF MEETING ROOM

**Name of Group:** _____

**Room will be used for:** (*Please be specific*) _____

_____

(*Failure to completely describe planned activities may result in refusal of request*)

**Purpose of Group:** Non-profit _____ Commercial _____

**Will Pay Fee Charged With:** Check _____ Cash _____

**Open to Public:** Yes _____ No _____

**MEETING ROOM REQUESTED:**

( ) Auditorium (capacity 250 people, no food or drinks allowed)
( ) Mary I. Stanton Room (seats approximately 10 people,)
( ) Maud Sullivan Gallery (seats approximately 90 people)
( ) Computer Lab Classroom
( ) Branch Library _____

**Indicate set-up desired** _____

**Date needed:** _____ **Time:** _____

Please give an estimate of the number of persons expected to attend: _____

*I have read the rules and regulations (attached) governing the issuance of this application and understand them. Furthermore, I (we) the undersigned, personally and officially, in the name of _____ agree to abide by Library Regulations. I (the User) agree to defend, indemnify, and hold harmless from all costs and claims, suits, causes of action and liability resulting from injuries, including death, to any person or persons, or damage or destruction to property occasioned by or in connection with users of the _____ Meeting Room.*

**Do you need:**

( ) Overhead projector
( ) Slide Projector
( ) Digital projector
( ) TV
( ) VCR/DVD Player
( ) PA System (portable, wireless, podium)
( ) Presentation Computer
( ) Other

Signature _____

Name _____

Date _____

Address _____

Telephone _____

Email: _____

**PLEASE CALL 543-5401 SHOULD YOU WANT TO CANCEL YOUR RESERVATION.**

**Approved:** YES _____ NO _____

**By:** _____

**Date:** _____

Post Meeting Room Inspection

**By:** _____

**Date:** _____

May 08