

FRIENDS OF THE LIBRARY MEETING ROOM USE AGREEMENT

Capacity 90

- The meeting room may be reserved for use by educational, civic, cultural, and governmental groups with no admission charged. (Exceptions will no longer be made for HOA's).
- The meeting room is not available to commercial enterprises (organizations that promote or cause the sale of property or services for monetary gain).
- The meeting room is also not available for purely private or social functions (such as receptions, showers, birthday parties or dances, etc) that are unassociated with the APL as a community entity.
- Exceptions may be made for meetings, short-term classes, institutes, discussion groups, and forums involving small fees.
- Room may be reserved up to three months in advance. May not be reserved for the same day of the week more than twice in any one calendar month or in a 30-day period.
- The meeting room cannot be advertised as a designated, regular meeting place.
- All meetings must be concluded and the building vacated by 10:00 pm.
- Commercial films may not be shown unless the meeting is sponsored by the library or permission has been granted by the Library Director.

USER RESPONSIBILITIES:

1. **Key pickup:** If the meeting is scheduled outside of regular library business hours, the key must be picked up by 6:00 p.m. the day before by the person signing the application or his/her designated representative. The key may be checked out up to 48 hours before the event and must be returned within 48 hours after the event.
2. **Entering the Library when the Library is closed:** Use the key to enter the West End Lobby doors. Unlock the meeting room door. Prop open the meeting room exit doors. Then relock the West End Lobby doors. Attendees should enter and exit through the meeting room doors. **(DO NOT unlatch or otherwise operate the main library entry automatic doors under any circumstances other than emergency evacuation of the building.)**
3. **General cleanliness:** including foyer, bathrooms and grounds:
 - * All decoration and equipment brought in by the user must be removed.
 - * Chairs and tables put back in original location.
 - * All refreshment items removed.
 - * Counters and sink cleaned.
 - * Floor vacuumed and spills cleaned as necessary.
 - * Empty garbage cans and place refuse in dumpster behind library. Reline cans (bags are provided).
 - * All equipment and lights turned off. Check that restrooms are unoccupied.*(Damage/cleaning fees may be charged if room is not left in the same condition as it was received prior to the event.)*
4. **Closing:** ENSURE ALL MEETING ROOM AND LOBBY DOORS ARE SECURELY LOCKED BEFORE EXITING THE LIBRARY!!

By reading this document, you agree to follow the above conditions.