

**Eastern Monroe Public Library
Annual Meeting Room Agreement Form 2024**

Please print this form, fill it out, sign it and bring it to the reference desk or scan and email it to reference@monroepl.org.

Name of Group: _____

Address: _____

Name of Primary Contact *(please print)*: _____

Phone Number: _____ **Email Address:** _____

Do you have a Monroe County library card? ____yes ____no **Card #:** _____

Is this a non-profit group? ____yes ____no

Purpose of Function: _____

Meeting Date: mo____ day____ year____ **start time** ____:____ **end time** ____:____

Is this a periodic meeting? *If so, please specify (use back if needed):* _____

Approximate number attending: _____ **Assigned Room** *(as per library staff)*: _____

Please indicate number of tables/chairs/etc. preferred. (EMPL does not promise room set-up but will endeavor to ensure the tables and chairs needed are available): _____

Awareness of Library Policies

Please initial next to each statement indicating that you understand the following:

____ I am aware that free use of the Eastern Monroe Public Library's meeting room facilities is only available to non-profit groups. All such meetings must be open to the public and free of charge. I agree to abide by all procedures and stipulations stated in the Eastern Monroe Public Library Use of Meeting Room/Library Facilities policy.

____ I understand that my contact information may be used by the library staff to refer interested parties to the group I represent.

____ I understand that there should be a representative from the group with a library card in good standing both to reserve the room and be present at the meeting.

____ I agree to notify the reference desk staff in the event that a scheduled meeting must be canceled. Failure to do so on two or more occasions may result in suspension of meeting room privileges.

____ I understand the room should be left clean and ready for the next user.

____ I understand that there is a minimum \$50.00 maintenance fee for any extra cleaning or damage to the room.

____ Although the library will make every effort to honor all reservations, I understand that the library reserves the right to change room schedules. If the library closes due to weather or other emergencies, all meetings will be canceled.

Notification of library closures will be made on the Eastern Monroe Public Library homepage (www.monroepl.org) and Facebook page.

Indemnification of EMPL

The above-named group conducting a meeting or presenting a program on library premises will assume full responsibility for property damage or injuries sustained by its members or participants while on EMPL premises and for any harm or injury caused by its members/participants to others on the premises. The Eastern Monroe Public Library will be held harmless for such bodily injuries. Circumstances may require the library to request proof of insurance.

I understand and accept the terms of this agreement form.

Signature

Date

Printed Name

Please note that the 2025 reservation sign ups start will be in November, 2024.

FOR OFFICIAL USE ONLY: ☐ Entered in calendar ☐ Confirmed via Email ☐ Staff Initials