



After-Hours Use Agreement for Branch Library Meeting Rooms

EVENT CONTACT:

Name of Adult Making the Room Reservation: _____

Address: _____ Phone Number: _____

Email: _____

Photo ID or Driver's License Number (copy required): _____

Event: _____ Number of Attendees: _____ Private Party? YES NO

Date of Event: _____ Start & End Time (include setup & take-down): _____

Private Party Cleaning Fee Deposit \$ 50.00 Date Received: _____
 Cash
 Check
 Card

To ensure return of the cleaning deposit:

1. Do inspection of the room at the beginning of your reservation with library staff.
2. Hang up decorations only using library supplied tape.
3. Clean up all decorations and trash at the end of your reservation.
4. Wipe tables/chairs used and spot vacuum any spills and crumbs
5. Return furniture to the standard configuration of the room.
6. Inform staff member and have them confirm the room is satisfactory.
7. Request deposit refund immediately after meeting or event.
8. If the meeting/event takes place after-hours, you have 7 days from your reservation to request the refund. After that date, deposits will be sent to the PCCLD Finance Department as unclaimed funds and will processed in accordance with unclaimed funds laws.

Door Code: _____# (the # key is a necessary part of the code)

This code will only work on this date & time. After entering the door code, wait a few seconds for the door lock to release. Your group will have access to the meeting room and restrooms, but the rest of the library will be closed. **Time limits must be adhered to. Meeting set up preparations and take down must be made within the reservation time frames.**

The code is for the _____ door. The code panel is located _____. After the Library closes, please inform your group to enter and exit through the door at _____.

The _____ door will be set on “exit only”, do not prop the door open. The _____ door must remain closed & locked. Make sure the doors close and lock behind you when you leave.

No member of the group is allowed inside Library premises except designated entry area and meeting room.

If you have any issues during your event, please contact:

Library Manager at _____ if the building alarm goes off, you can't access tables and chairs, or the fire alarm doors go off, there are building leaks, the temperature is not adequate or the door access code doesn't work.

Problems: If a building problem should occur, please contact the person on call at _____.

Meeting Room Use Guidelines: (please initial)

Reservations, Scheduling and Responsibilities

_____ Reservations must be made by persons 18 years or older and an adult must be present during the scheduled meeting or event. Reservations are not complete without a signed contract and payment of fees and the refundable cleaning deposit.

_____ Arrangements must be made at the time that this agreement is signed if reservations begin before library business hours. Time for setup and clean up must be included in all reservations. The public will not have access to reserved spaces until the start time of their reservation and must be vacated by the end of the reservation time.

_____ PCCLD does not provide technical support. Reservation holders may receive instructions for A/V use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event. If using a personal laptop, please come in prior to your reservation to test and verify your device will synchronize with our system. A/V equipment may not be available for after-hours use at all locations.

_____ The person who makes the room reservation shall be the contact person unless specified otherwise and shall be the only person authorized to make changes and cancellations to the reservation. The contact person must be present for the reservation.

Cancellations

_____ Cancellations will only be accepted from the person who placed the reservation.

_____ PCCLD reserves the right to cancel any reservation due to unforeseen circumstances such as building or weather-related emergencies.

_____ PCCLD reserves the right to stop meetings or events that are disruptive to normal library

operations or programming.

Cancellation for event spaces and meeting rooms should be made a minimum of 48 hours before the reservation start time to receive reimbursement of paid fees and deposits. Failure to comply may result in losing future access to library event spaces and meeting rooms.

Use/Care of Facilities and Equipment

It is the user's responsibility to leave the room in the condition in which they found it and return furniture to its standard configuration. Users must remove all decorations, leftover food, containers, beverages and all other personal or group-owned items. Patrons are responsible for cleaning the room after each use, to include: depositing all trash in provided receptacles or dumpsters when available, cleaning up any spills, spot vacuuming any crumbs or debris, and wiping down tables and chairs. Failure to comply with these guidelines may result in retention of the refundable cleaning fee.

Moveable wall: Please do not attempt to open or move the partition wall.

For Pueblo West Library only: The wall partition will be removed if both the Jerry King Rooms A & B are reserved by one group. You will need to indicate under notes on your reservation application if you wish the wall to remain in place. When you are done, please put Half the Tables and Half the Chairs on each side of the room.

Any damage done to room, property and/or equipment may result in recovery charges to cover the cost of cleaning and repairs. If unpaid, this balance will be submitted to a collection agency.

Decorations may only be hung using library-supplied tape. No other adhesives, staples, nails or tacks may be used. Additional prohibited items include: candles, bird seed, confetti, glitter, fireworks, etc. No decorations may be hung from the ceiling. Library staff is not available to assist in bringing in or taking out decorations or materials from private functions. All decorations and tape must be removed from the room at the end of the event.

PCCLD nor its employees will handle, care for or act as custodian of any equipment or property before, during or after a meeting or event. Advance and overnight storage is prohibited and exceptions must be approved by a manager.

Fire code - No open flames are allowed inside the Library. This means NO candles.

Assistive listening systems are available. Requests for additional assistive listening equipment can be requested with one week's advance notice.

Food, Refreshments and Alcohol

Light refreshments may be served. Light refreshments consist of bakery items, drinks, pre-packaged snacks and box lunches. No food preparation is allowed onsite (no toaster ovens, hot plates, air fryers, etc.) and no homemade foods are permitted.

Catering - PCCLD recommends that only prepackaged food items and food prepared by a licensed vendor and/or in a commercial kitchen be provided for consumption. PCCLD library assumes no responsibility or liability for illness or injury associated with consumption of food that is not prepackaged or prepared by a licensed caterer or commercial kitchen. The reservation holder must sign a release of liability form if they plan to serve food that is not prepackaged or prepared by a licensed caterer or commercial kitchen.

Caterers and commercial kitchens that provide food for meetings or events in library meeting rooms must be licensed with the Pueblo Department of Public Health and Environment. All food brought in by the caterer must be prepared prior to bringing it into event spaces and may not be cooked onsite. The reservation holder is responsible for all arrangements with the caterer. The caterer/host is responsible for providing everything needed for the event other than tables and chairs (linens, tableware, serving utensils, water carafes, glasses and other service items). The caterer and/or host is responsible for removal of all food and catering equipment in a timely manner following the event.

Alcohol - Alcohol cannot be sold in the library or served during library business hours.

Restrictions

For-profit activities are not permitted within PCCLD event spaces, meeting or study rooms. The exchange of money and/or payment of an entry fee as a condition of attendance or participation is not permitted.

Signing of petitions is only permitted within meeting room spaces and outside of the building. No active solicitation, recruitment or impediment to library access is permitted as a result of petition-related activities

Only service animals and animals that are a part of library-sponsored programs are allowed.

Organizations may not use the name, address, or telephone number of the library for any purpose other than identify the location of a meeting or event. PCCLD should not be listed as a co-sponsor of any event without prior approval. Any promotional material should be submitted to PCCLD for review prior to distribution. It is the responsibility of the group using the event space or meeting room to obtain final confirmation/approval of room use prior to issuing invitations and press releases. PCCLD's Director of Community Relations should be notified of any anticipated media coverage. Photography within event, meeting and study rooms is permitted and the event host bears responsibility for obtaining permissions from participants to be photographed or filmed.

Media presentations shown during normal business hours must be suitable for public viewing. It is the responsibility of the presenter to abide by all media copyright and screening performance rights restrictions.

Tables and chairs may not block room access or emergency exits.

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use prior to their meeting or event and have the option to schedule a meeting with PCCLD staff for additional training and/or equipment testing prior to the meeting or event. If using a personal laptop, please come in prior to your reservation to test and verify your device will synchronize with our system

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MEETING ROOM USE INDEMNITY AGREEMENT – By signing this application, the applicant agrees to defend, protect, indemnify and hold harmless against and from all claims arising from the negligence or fault of the applicant or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the use of the meeting room including any damage or loss to PCCLD’s audio/visual systems, meeting room equipment or furnishings that occurs during the event, in preparation for the event, or during clean-up of the event. The applicant is responsible for learning to operate any Library equipment being provided prior to the meeting; time and date of the training needs to be scheduled at the time of booking.

THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE PUEBLO CITY-COUNTY LIBRARY DISTRICT’S MEETING ROOM POLICY AND GUIDELINES AND ALL PROCEDURES STATED ABOVE.

Applicant Signature: _____ **Date:** _____