



Meeting Room User Agreement – Brett Kelly Room A

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): _____

Cleaning Fee Deposit (due 1 week before event) \$ 50.00 Paid

PCCLD provides public access to event spaces, meeting rooms and study rooms on a reservation and first come-first served basis. These rooms are designed to offer accommodations for educational, informational, cultural, recreational and civic functions of the community in Pueblo County. The provision of public meeting rooms is one of many methods used to provide access to ideas representing all points of view on all subjects and to create welcoming spaces where all are free to explore and connect. Fees may be charged for use of event spaces and meeting rooms by the public.

The use of meeting rooms at each library will be governed by guidelines that will be administered by the Executive Director or their designee. Guidelines may vary among buildings as well as for different event and meeting spaces within each building. Users must comply with all stated guidelines and PCCLD reserves the right to revoke use privileges at any time.

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 will 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.

_____ 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, 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.

_____ 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.

_____ 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, airfryers, etc) and no homemade foods are permitted.

_____ Catering - All hot meals/buffets must be prepared and delivered by a licensed caterer. The caterer must be licensed with the Pueblo City-County Health Department. 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 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 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.

Restrictions

_____ For-profit activities are not permitted.

_____ Signing of petitions is only permitted within meeting room spaces and outside of the building.

_____ 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.

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:** _____