



600 Carnegie St.
Brownwood, TX 76801
(325) 646-0155

AGREEMENT FOR USE OF THE CARNEGIE ROOM AND AFTERHOURS FEE

Contact information:

Group Name: _____

Contact Name: _____

Address: _____

Phone Number: _____ Date of Application: _____

Nature of meeting room use (circle one):

library-sponsored non-profit community organization business educational private party

Event Information:

Date of Event: _____ Event Start Time: _____ Event End Time: _____

Estimated number of attendees: _____ Fee: _____

I acknowledge that:

- I have read the Library's Public Meeting Room Policy and will take full responsibility to abide by those rules and regulations. I do hereby understand that I am responsible for the supervision and control of any group or individuals while using Brownwood Public Library's meeting room to ensure their safety, prevent injury and/or damage to the equipment, property or grounds. I am at least 18 years of age, have authority to make this application and agree to comply with all facility rules and regulations, and assume liability for any and all damages that are due to the negligence of the applicant.
- I understand that I am responsible for leaving the room in the same condition as when I assumed possession. I am responsible for protecting all areas of the meeting room and all of its contents. Should any items be stolen, damaged, broken or a cleaning fee assessed, I assume liability for these costs.
- User shall indemnify and hold harmless Brownwood Public Library, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of Brownwood Public Library.

Signature of Contact: _____ Date: _____

Approval: _____ Date: _____

Fee Collected: _____ Fee Collected By: _____

Brownwood Public Library

Carnegie Room Use Policy

The Library welcomes use of its meeting facilities. Use of the Library's facilities is subject to the terms of this policy and, by using such facilities, all persons, groups and organizations agree to the terms and to the terms of the Library's other applicable policies.

The primary purpose of the Brownwood Public Library's Carnegie Room is to support Library programs and activities. Preference for use of the room will always be to the Library for Library-sponsored programs. Nonprofit community organizations and service organizations will be given second priority. Businesses will be given third priority in using the room. Rentals for private functions will be given fourth priority. Within these guidelines, access to the meeting space is provided on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups. The Library does not advocate or endorse the viewpoints of any group or individual.

Facilities and Meeting Room Fees

1. The Carnegie Room holds a maximum of 30 people.
2. The following equipment may be available for use: podium, chairs, tables, screen, computer, sound system & microphone, mini fridge (not kept plugged in), coffee pot. The Library will NOT provide dishes, silverware, tablecloths, coffee, coffee supplies or food.
3. There is no fee to use the room during operating hours for businesses, non-profits and community organizations.
4. After normal operating hours, meeting space cost for the Carnegie Room is \$50.00 for first two hours and \$25.00 for each additional hour. Afterhours use is subject to availability of staff. Due to scheduling overtime, a non-refundable deposit may be required to reserve the room for afterhours programs.
5. Rental of the room for private functions (birthday parties, etc.) will be \$20 for the first two hours and \$10 for each additional hour, *in addition* to any afterhours fees that may apply.
6. If the room is left dirty, the Applicant and the Organization agree to pay a Custodial Fee of \$25.00. The Applicant and the Organization will be billed actual costs for damage to the room or equipment.

Reservations

1. All fees must be paid at the time of registration. The Library reserves the right to charge a deposit.
2. The reservation form must be submitted to the Library in person.
3. No meeting may go past 10 pm, including cleanup time.

Meeting Room Rules

1. The Library does not charge for use of the meeting room nor should groups using the room charge attendance. However, a presenter may charge a nominal fee to participants to cover materials used in a workshop or course.
2. Groups may not publicize their activities in such a way as to imply Library sponsorship. All publicity must explicitly state that Brownwood Public Library does not endorse the sponsoring group or event.
3. The room may not be used for political meetings or religious services.

4. The Library's name, address, or telephone number may not be used as the contact for the community group.
5. Library patrons should not be considered a potential audience to be solicited and invited to events. All invitations and advertising for a program must be done apart from the Library.
6. Groups may put up directional signs just before the event. Any postings in the Library of flyers for events, regardless of whether the event is at the Library or elsewhere, must be approved by the Director.
7. Smoking, illegal drugs and open flames (including candles) are not permitted anywhere in the Library.
8. Refreshments are allowed, provided they are removed after meeting and room cleaned.
9. Groups may not hang signs, posters, displays or other decorations in the meeting room without permission.
10. If the room is to be used by minors, application must be made by an adult who will attend the meeting and be responsible for the conduct of those present. Two adults, over 21 years of age, must be present at the meeting.
11. The meeting/program must be held within the confines of the meeting room and shall not cause disturbance to normal Library operation or patrons using the Library's public areas. If the Library is closed during the event, under no circumstances may any member of the group or organization enter any unopened areas. Doing so will result in charges being filed.
12. Groups will adhere to the Library Code of Conduct.
13. Unusual uses of the room must be approved by the Director in advance and will be considered on a case-by-case basis, including (but not limited to):
 - a. Animals of any type (aside from guide animals)
 - b. Alcohol consumption (will *only* be considered with the proper permit)
 - c. Bingo, raffle or games of chance, including those that don't require payment to play (both bingo and raffles have strict laws with the State of Texas which organizations must meet to be considered)
 - d. Meals or cooking (aside from simple refreshments)

Responsibilities

1. The signer of the meeting room application is responsible for the orderly conduct of the group. In the event of any damage to Library property and/or equipment, that individual and the organization will be liable. It is also the responsibility of the signer to inform the Library if a meeting is cancelled as soon as possible.
2. The group using the meeting room is responsible for returning the room to its original state of cleanliness and setup.
3. The Library may deny the use of meeting rooms to groups that violate meeting room policy or Library policies.
4. The Board of Trustees reserves the right, at its sole discretion, to waive any provision contained herein, and to modify or revoke any permission for use previously granted.
5. The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Library.

Permission to use a meeting room does not imply Library endorsement of the goals, policies or activities of any group or organization. In addition, the Brownwood Public Library Board, its officers, agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on Library property. The Applicant and the Organization shall indemnify and defend the Library, Library employees and Board of Trustees from any claim, demand, suit or cause of action which may arise out of the use of the meeting facility.