

<b>For Office Use:</b> Room: _____ Date: _____ Time: _____ Leave this in Jenie's mailbox.
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**Morrisson-Reeves Library  
MEETING ROOM USE AGREEMENT**

***(TEMPORARY REVISIONS ADDED for COVID-19 SAFEGUARDS)***

All groups using the meeting rooms will be required to abide by the rules governing the use of the library and meeting rooms. Failure to comply will result in the cancellation of further use of library facilities.

**Please note:**

MRL asks that all groups using reserved rooms follow current CDC guidelines for social distancing and mask-wearing. It is the responsibility of individual groups to enforce these guidelines. As public health guidelines change, MRL's guidelines may change without advanced notice. MRL reserves the right to restrict usage as public health protocols change.

*In order to maintain social distancing, the following room occupancy limits will be enforced:*

- **Supervised Visitation Room** – MAX OCCUPANCY = 8
- **Kleinknecht Board Room** – MAX OCCUPANCY = 8
- **Information Services Conference room** – MAX OCCUPANCY = 8
- **Harriet Bard Room** – MAX OCCUPANCY = 20 if using tables or 40 if using chairs only; two configurations available –  
1.) discussion with tables, or 2.) workshop/instruction – chairs only; groups should indicate when making a reservation which configuration is suitable for your needs.

***Tables and chairs are arranged to meet current CDC recommendations.***

Litter must be bagged and placed in the trash receptacle. Absolutely no liquids should be placed in trash bags.

Library equipment and furnishings, including tables, must be protected from damage by glue, paint, heat, etc.

Library personnel have free access to enter any meeting room at any time. The library board has vested the authority to supervise meeting room use and to interpret policy in library personnel; however, final authority rests with the library director.

**Organizations engaged in civic, educational, cultural, intellectual, charitable, or non-commercial activities may use the rooms at MRL.** Exceptions to this may be made by the Library Director or designee for training or similar operational functions only. **Library meeting rooms may not be used for religious services, partisan political activities, or private social events. Programs and meetings conducted at the library may not be used to promote any commercial interests or products.** If any group reserving a room intends to show a commercially produced movie, that group is responsible for obtaining appropriate licensing approval and provide that to the library.

Groups must accept responsibility and agree to pay the library for any damages to the room and/or equipment that may occur during use of the meeting rooms. Groups must also agree to hold the library blameless for any damages to personal equipment used in the library and/or in the event of any injury incurred while using the facility, furniture and equipment.

Any damages or cleaning in excess normal maintenance and cleaning will be billed to the organization within thirty (30) days following the event and prompt remittance of those damages will be required before further reservations will be honored or accepted. In the event the group or organization fails to remit the damages pursuant to the invoice, the library specifically reserves the right to pursue these damages in a court of law with the understanding that the group or organization, if found liable, will be responsible for the damages, as well as the costs incurred in pursuing those damages and reasonable attorney's fees required by the action.

If any activities of a group become disruptive to library patrons or staff, the group may be asked to leave, and further use of facilities may be denied. Children must have adult supervision before, during, and after programs and group events, and should not be left to entertain themselves and use the library without adult supervision.

The Library Administration and staff are happy to work with you to make the use of the meeting room a pleasant experience. By observing the above guidelines, the experience will be a positive one for your group, as well as other library users.

*Please advise an MRL employee when you are finished using the space, so proper cleaning and can be completed.*

Your signature below indicates that you have read, understand, and agree to abide by the intent and conditions of this agreement.

\_\_\_\_\_  
Signature of person accepting responsibility

\_\_\_\_\_  
Date

Revised 8-7-19  
**Temporary Revisions**  
**7-1-2021, 10/19/2020**