Orange Public Library

Orange Public Library - Room Use Agreement

- There is a 2.5 hour minimum use on all rooms. Rooms are available only during location operating hours. All reservations will end 30 minutes prior to library closing.
- Meeting room users are responsible for their own setup and takedown of the room; please add additional time to your reservation to allow for this.
- Reservation times are firm. Meeting room users will not be permitted into the room before their reservation time for set-up and users must be finished and cleaned up with the meeting room at the end of their reservation time. Extended meeting times are not permitted.
- Rooms must be put back to their standard room setup before the end of your reserved time; if not, you may be charged an additional fee. Copies of the standard room setup are located throughout the meeting rooms.
- If reserving one half of the Community Room (Room A or B), a divider will be in place prior to your reserved time. Please do not open or move the divider. (Note: you are not responsible for putting away the divider.)
- Equipment and "Optional Items" requests must be made at the time of your room booking and cannot be added the day of your room use. Equipment and "Optional Items" include: TV, DVD/VHS players, microphones, kitchen, projection screen, white board, easel, and equipment for hearing impaired.
- An Audio/Visual Team Member will be assigned to assist you with your reserved equipment. The A/V Team Member will set up the requested equipment and provide a brief orientation. Please do not request additional equipment that was not reserved at the time of the reservation. The A/V Team Member is directed to only assist you with the reserved equipment.
- Library Rules of Conduct apply to the use of the Library meeting rooms. To view a copy of the Library Rules of Conduct go to the library webpage (www.cityoforange.org\library), and click on the meeting room link.
- Rates are revised periodically through City Council action and published in the City's Master Schedule of Fees. If the fees in this policy differ in any way than those published in the latest approved Master Schedule of Fees, the fees in the Master Schedule of Fees prevail.
- No individual or organization may sell their products or promote their paid services in the Library. Exempt from this are authors and illustrators who come to speak about books they have written or illustrated. All materials to be used or displayed by the presenter(s) must be approved by the Library Director or his/her designated appointee.

Failure to adhere to the above could result in withholding all or a portion of your deposit.

I have read and understand the Room Use Agreement

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Name of Group or Organization

_____

Your Name (print)

_____ _____

Signature Today's Date