

Orange Public Library Meeting Room Use Agreement

1. The City of Orange requires meeting room users to sign a Hold Harmless Agreement. In addition, proof of insurance with General Liability of \$1,000,000 and an endorsement naming the City of Orange as additional insured, is required no later than seven days after booking a meeting room. Failure to provide the required insurance and endorsement will cause forfeit of the room reservation. Meeting room use is non-transferable.
2. Deposit and fees are due at the time of booking. Deposits will be refunded less any assessed fines/fees (if applicable). Cancellation received less than 14 days from reservation date will be charged a cancellation fee.
3. A 2.5 hour minimum use is required for all Library meeting rooms. Meeting room use is available only during location operating hours. All reservations must conclude thirty (30) minutes prior to closing.
4. Meeting room users are responsible for setting up and putting the room back to its standard configuration by end of reservation time; please add extra time to your reservation to allow for this. If room is not put back to its standard configuration, a room cleaning fee will be deducted from the deposit on file.
5. Reservation times are firm. Meeting room users will not be permitted in the meeting room prior to reservation time. Likewise, extended room use beyond the reserved time is not permitted. Overtime fee will be deducted from the deposit on file if room is not vacated at the end time after 15 minutes grace period.
6. No group shall reserve any meeting room for more than twelve months in advance or more than 12 times per year.
7. At no time shall any exit door be covered or obstructed.
8. Meeting room activities shall not interfere or disrupt library operations, or any other adjoining meeting room user. Noise levels will be regulated by Library staff. Please note, when booking a meeting room there may be other groups using adjacent rooms where sounds such as singing, musical instruments, and voices may carry and be amplified.
9. The Library is not responsible for any material or personal property left in meeting rooms.
10. Posting signs, banners, flyers, flags or any other item is prohibited inside and outside the Library, unless approved in advance by the Library Meeting Room Coordinator. Only freestanding decorations are permitted inside the meeting rooms.
11. 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 Policies.
12. Meeting Room users must adhere to the City Meeting Room Use Policy. To view a copy of the City Meeting Room Policy go to the library webpage (www.cityoforange.org/library) and click on Meeting Room Rental.
13. 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.

14. No individual or organization may sell their products or promote their paid services in the Library.
15. 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.)
16. Equipment and Optional Items are available for a fee and must be reserved at time of booking. In most cases, these items cannot be added the day of room use due to an associated fee and staffing requirements. Equipment and Optional Items include: TV, DVD player, microphones, projection screen, white board, easel, and equipment for hearing impaired. For those with reserved equipment, an Audio/Visual Team Member will be assigned to assist with setup and orientation on use. (Note: Equipment users are not responsible for putting equipment away). 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.
17. The projector is not loaned or rented; it is only available to library and city staff.
18. Non-alcoholic beverages and food are permitted in the Library meeting rooms.
19. If providing food for your event, please be aware that you may encounter certain individuals at the Library who may approach you before, during, or after your event asking for food. The decision to provide food to them or not is left to your group's discretion.
20. The Orange Public Library parking lots are for public parking, so parking is not guaranteed when using meeting rooms.

Failure to adhere to the above Meeting Room Use Agreement could result in withholding of all or a portion of your deposit. Please share this Agreement with your staff assisting with the use of our Library meeting rooms.

I have read and understand the Meeting Room Use Agreement:

Name of Group or Organization

Your Name (print)

Title

Signature

Today's Date