

Room Needed on:	Date:	Time:	From:	To:
Room or Branch:		Date Submitted:		

Do not write in box: Library staff use only



alachua county
library district

...thinking outside the book

Alachua County Library District Administration

Meeting Room Reservations
 401 East University Avenue
 Gainesville, FL 32601-5453
 (352) 334-3977 FAX (352) 334-1257
www.aclib.us

MEETING ROOM/OUTDOOR SPACES USE AGREEMENT

1. The responsible member of the organization (signing this form below) will be accountable for the reservation of the room/outdoor space and the character and duration of the meeting.
2. The Meeting Room/Outdoor Spaces Use Policy must be read, and the Use Agreement form and Community Organization File forms completed and returned, by the responsible member prior to use of the facility. The library will retain the signed forms.
3. Setting up and taking down of chairs, tables, or equipment; cleaning and returning the room/area to its original condition at the end of the meeting/event, is the responsibility of the user and should be anticipated when scheduling room use. Meetings shall end at least 15 minutes prior to library closing. Library staff is not available to assist in setting up or breaking down rooms.
4. Meals or light refreshments (coffee, tea, sandwiches, etc.) may be served if they are provided by the organization holding the meeting/event and proper cleanup of the room is assured.
5. Meetings and events held in Library District meeting rooms/outdoor spaces must be accessible to people with disabilities. All seating arrangements must comply with the requirements of the Americans with Disabilities Act and the Life and Safety Code. It is the responsibility of the user to contact library staff to verify the requirements for the specific meeting room being reserved. Minimum requirements are posted in each meeting room.
6. It is the policy of the District that all meetings/events are free and open to the public. Discrimination against any person because of political or religious opinions or affiliations or because of race, sex, sexual preference, national origin, age or disability is prohibited.
7. The District's Code of Conduct applies to all meeting rooms and outdoor spaces. No smoking or alcoholic beverages are allowed in any Library facility.
8. Commercial sales and promotions of businesses are prohibited. Businesses and other commercial enterprises may use Library District meeting rooms for programs of a general informational nature so long as they do not seek to actively promote their individual enterprise, solicit clients or develop follow-up contacts from participants. Business cards and/or brochures may be made available to participants but call-back lists may not be developed. At no time, should the representatives of a business or commercial enterprise imply that use of the Library District's meeting rooms means District endorsement of the business/enterprise. Any advertisement of the program or event should include the statement: Use of Alachua County Library District facilities does not constitute Library District endorsement.
9. Children may not be left unsupervised in the public areas of the library. If your group brings children, please make arrangements for their supervision. Library staff are not responsible for the safety or well-being of unsupervised children.

The undersigned represents that he or she has authority to act on the behalf of and bind the organization identified herein; that he or she has read the Alachua County Library District's Meeting Room/Outdoor Spaces Use Policy and the undersigned and the organization he or she represents agree to conform to that policy and the rules and regulations set forth herein and, further, the undersigned and the organization he or she represents accept full responsibility for any damage to the facility and/or any equipment provided, and agree to return the meeting room facility in a clean and neat condition.

Organization Name: _____

Signature: _____ Date Signed: _____