

### **Meeting Space Contract**

Library meeting space includes the Cordingley Room, the Small Meeting Room, and the Library Park and Plaza. Scheduling is on a first-come first-served basis. Reservations can be made up to three (3) months in advance.

The following equipment is available for use in the Cordingley Room: 100 chairs; 10 tables; DVD/VHS player; big-screen television; 55-cup coffee urn; blackboard; dry-erase board; piano; overhead transparency projectors (note: does NOT include overhead LCD projector), podium/microphone system.

- Cordingley Room maximum occupancy is 100 people.
- The Small Meeting Room has one table to seat 8-10 people and cannot be rearranged.
- Library staff cannot accept calls or relay messages or materials to meetings.
- Library assumes no responsibility for property belonging to meeting space users.

THEREFORE, the meeting space user agrees to the following conditions:

- Users must pay to the library 20% or a \$50.00 flat fee (whichever is less) of any fees charged for admission, sales, or service (prior approval for charging fees is required).
- Room set-up, break-down, and clean-up is the sole responsibility of the user.
- Parking is limited to metered parking lots and the street.
- Due to staff constraints, no meeting may run past library closing hours. All participants must vacate the building no later than the times listed below:
  - Friday & Saturday – 8:00 am-6:00 pm.
  - Tuesday, Wednesday, Thursday – 8:00 am-8:00 pm
- Minimum 24 hours notice is required for any of the following arrangements:
  - Meetings scheduled before 10:00 am Tuesday-Saturday. (Signatory or designee must use rear entrance initially, then monitor front doors to allow attendees access.)
  - Use of library equipment
  - Special room access (use of stairway).
- The following are PROHIBITED:
  - Access to staff areas at any time or to public areas when library is closed.
  - Taping, Tacking, nailing, etc. that could damage walls.
  - Smoking or the consumption of alcoholic beverages.
  - Candles or other open flames
- Promotional or directional signage may not be placed in library or on library premises
- In the event of an emergency, meeting facilitators are responsible for evacuating meeting participants. See EXIT routes posted in meeting rooms.
- Signatory is responsible for any damages to library property and will comply with library policy regarding meeting room space. (Available on request.)
- If room reservation is not claimed by signatory or designee within 30 minutes of scheduled time, the reservation will be forfeited.

**Please read and complete back of form**

- Groups showing copyrighted movies in the library's public meeting rooms are solely responsible for obtaining written public performance licensing rights. Borrowing, renting, or purchasing a movie does not carry with it the right to show the movie outside the home. The library must be provided with proof of public performance licensing rights.

The library is not responsible for securing these rights, nor is it liable for a group's violation of this regulation.

**What are Public Performance Rights?**

U.S. Copyright law requires that all movies displayed outside of the home, or at any place where people are gathered who are not family members, such as in a school, library, auditorium, classroom or meeting room must have public performance rights. Public performance rights are a special license that is either purchased with a movie or separately from the movie to allow it to be shown outside of personal home use. This statute applies to all movies currently under copyright. This includes movies you have purchased, borrowed from the library, or rented from a video store or services like Netflix.

Name \_\_\_\_\_ Group Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_