**Pamunkey Regional Library**

**Registration form for Meeting Room Use**

**Valid Pamunkey Library Card Presented. Staff initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Branch Library: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Registrant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Hours of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose & brief outline of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & phone number of Presenters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Pamunkey Regional Library Meeting Room Rules and Regulations and I agree to abide by those rules and regulations and to be responsible for damages to the Library equipment, furniture, and/or facilities during my scheduled use of the room. **If it is determined that security services and insurance certificates are required during the use of Library facilities, I agree to pay for the security and provide the insurance certificates as specified in the Rules and Regulations.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received & scheduled by Library staff member: Date:

Security/insurance requirement reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Room Rules:**

a. All programs/meetings must be open to the public.

b. No administration fee will be charged or donation taken at the programs/meetings. Registration by participants may not be required for attendance at programs.

c. No goods or services will be sold, nor there solicitations, on the premises of the Library.

d. All publicity must list the name of the organization sponsoring the meeting. The Library may not be named as sponsor of any event without written permission.

e. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group or its programs.

f. Neither the name nor address of a Library may be used as the official address or headquarters of any organization.

g. Light refreshments may be served. Alcoholic beverages, open flames such as sternos or candles, and the use of tobacco products and e-cigarettes are prohibited.

h. Meetings must conclude and the meeting room returned to its original state 15 minutes before closing time.

i. The registrant is responsible for:

 **clean up and removal of all trash after the meeting.**

 **setting up furniture to suit their needs and must return furniture to the position it was in prior to the meeting.**

 **damages to Library equipment, furniture, or facilities during the meeting and will pay for any damages.**

j. If an event is canceled, the registrant will notify the Library as soon as possible so the room may be rescheduled for another use.

k. The Library is not responsible for loss of items left on the premises.

l. Activity and noise levels in the Library during meetings must not disrupt or disturb regular Library activities.

**I have read and agree to abide by these meeting room regulations.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed)**