

Conference Room Policy & Agreement

Purpose

- To facilitate reservation and use of Conference Room by staff and community organizations.
- The Library offers a Conference Room for a nominal fee in keeping with our mission to act as a public information center for addressing educational, informational, recreational, and cultural needs.

Reservations for Conference Room

- Reservations may be made in person, by telephone, or by email.
- Reservations are not final until payment is received. Payments are non-refundable.
- A Conference Room Agreement must be signed by the individual making the reservation.

General Guidelines

- The library's Conference Room seats 12 people and is available with payment of a non-refundable usage fee of \$10 per hour. Usage fee will be waived only for library or City-sponsored groups.
- Use of the Conference Room does not constitute Library or City of Wichita Falls endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsement are not permitted.
- No group may use the Library address as its own mailing address or as its headquarters in any advertisement.
- Solicitation, admission fees or other charges, money-raising activities and/or sales are not allowed. Use of the Conference Room is not intended for commercial activities.
- Meetings must be held during regular operating hours of the Library.
- Groups that include children must provide adequate adult supervision at all times.
- The Conference Room is not available for social events and/or private parties.
- Tobacco and/or e-Cigarette use and alcoholic beverages are prohibited.
- Kitchen facilities and equipment are unavailable. Food is not allowed in the Conference Room. Drinks with covered lids are allowed.
- Individuals and/or groups making reservations will be held liable for any and all damages that occur as a result of use of facilities.
- A large monitor and HDMI cable are available with rental of the Conference Room. Groups understand that Library staff may not be available to provide technological assistance during use of the room.

Care & Use of Conference Room

- Groups with monthly or recurring reservations may not store equipment and supplies in meeting room for future use.
- Door(s) must remain unlocked and unobstructed at all times.
- Any wayfinding signs or notices need to be cleared by the Librarian-in-Charge.
- Trash should be picked up and placed in proper receptacles. Please return the room to the state in which you found it.

Signing a Conference Room Agreement, and/or use of the Library Conference room by any group, signifies acceptance of the terms of this policy. Permission to use the Conference Room may be withheld from groups failing to comply with the Conference Room Policy and/or from any group that damages the room, floor, equipment, or furnishings. Groups using the Conference Room agree to indemnify and hold harmless the Wichita Falls Public Library and the City of Wichita Falls, its agents and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings, or equipment.

**Wichita Falls Public Library
Conference Room Agreement**

Date & Time Requested

Organization Name

Responsible Party

Mailing Address	City	State	Zip
------------------------	-------------	--------------	------------

Telephone	Library Card # (if applicable)
------------------	---------------------------------------

Purpose of Meeting

Expected Attendance (Maximum 12)

Read and sign the following statement:

_____ (**Organization Name**) agrees to indemnify and hold harmless the City of Wichita Falls, its agents and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment. The organization understands that it and the responsible party agree to accept responsibility for the condition of the room and liability for any charges incurred through damages to the room, its furnishings, fittings, etc., as a result of its use by the organization.

Signature of Responsible Party	Date
---------------------------------------	-------------

For Office Use: Date Received _____

Initials of Staff Member Making Reservation _____

Fee Paid _____

