

Rains County Public Library
Meadows Cultural Center
Meeting Room Policy

1. The Meadows Cultural Center of the Rains County Public Library is available primarily to support library programs and functions which further the mission of the library. When not being used by the Library, the room is available for educational, cultural or civic meetings or programs of established not-for-profit groups based in Rains County.
2. Use of the meeting room does not imply endorsement, support, or co-sponsorship by Rains County Public Library, nor Rains County of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply in any advertising or publicity that the event or program is sponsored, co-sponsored, or endorsed by the library, nor Rains County.
3. A deposit of \$50. for use of the meeting room will be charged at the time it is reserved and will be returned when the key is returned and the room has been found to be in good order.
4. One representative of each group wishing to use the meeting room must fill out and sign a Scheduling and Waiver of Responsibility Form and complete the Checklist for using the Meadows Cultural Center. This person will be responsible for picking up the key the day before the activity. The key may be deposited into the library book drop at the entry of the library following the function.
5. Except for library and library-related programs, groups may not use the meeting room more than once each month; a limited series of weekly, daily or monthly meetings may be scheduled at the discretion of the Director. The meeting room may be reserved up to six (6) months in advance. Groups using the room for regular monthly meeting may have a standing reservation and pay a standing deposit.
6. Groups using the meeting room are required to set up for their own meeting, return furniture and equipment to the designated location, depositing trash in the dumpster outside, and leave the room clean and in good condition. Consumable supplies (pens, paper, etc) are to be provided by the group using the facilities.
7. No selling, solicitation, or taking of orders may occur without written permission from the Director. Admission may not be charged for programs held in the meeting room.
8. Simple refreshments (ex.: coffee, doughnuts, punch, cookies, hors d'oeuvres, etc.) or box lunches may be served in the Meeting Room. Any other food items must be pre-approved by the Director prior to the event.
9. Deposits, fees, rules, and procedures for the use of the meeting room are established by the Rains County Commissioners' Count based on recommendations by the Rains County Public Library Advisory Board and Library Director and are reviewed annually.
10. Groups or individuals failing to comply with any part of this policy or the established procedures will be denied further use of the room.

Checklist for Using the Meadow Cultural Center

- While using the facility, tables and chairs should never be placed near the walls where they can leave damage or marks.
- The facilities should be left as straight and clean as you found it. The vacuum cleaner and cleaning supplies are located in the supply room cabinets and under the sink in the kitchen area.
- All dishes used by your group should be washed and put up.
- Upon leaving, please set heat/ac thermostats as follows: AC at 75 degrees or Heat at 55 degrees.
- Be sure all lights, and faucets are turned off and the doors are locked.
- Before you leave, all trash should be picked up and taken to the dumpster behind the tax office. New liners should be put in the trash cans.
- Tables and chairs need to be neatly stacked in the closet.
- Kitchen area should be wiped down after usage.
- Deposits will be returned when the key is returned and the facilities are found to be undamaged and as described above.
- One person from each group will submit his/her name, address and phone number and will be the person responsible for paying deposits, picking up and returning the key, and seeing to it these few rules are followed and the facilities are maintained in good condition.

Scheduling and Waiver of Responsibility

I, the undersigned, have read and agree to the Policy regarding usage of the Meadows Cultural Center Meeting Room. I further understand that the Rains County Public Library does not assume any liability related to thefts, injuries, damages or accidents incurred while using this facility.

Name of individual, organization or group using the facility

Signature of member responsible for the activity

Mailing address _____

Phone Numbers: Home _____ Cell _____
Work _____

Dates reserved: _____

Deposit/maintenance: \$ _____

Date Paid

Date of deposit refund