



**JOSEPHINE COMMUNITY LIBRARIES
MEETING SPACE APPLICATION**

Group Name/Purpose: _____
 Reservation Date: _____ Day of Week: _____ Recurrence: _____
 Start Time: _____ End Time: _____ Total Time:* _____ Anticipated Attendance: _____
 Group Contact Name: _____ Phone: _____ E-mail: _____

Meeting space capacities, available hours, and rates (please select preference):

Grants Pass branch Operating hours -Tues, Thurs 2-7pm -Wed, Fri 11am-4pm -Sat noon-4pm	Capacity	Fee-Operating hours Space remains open to the public	Fee-Non-operating hours Available Tues-Sat 9am-5pm when library is closed	Total Fee Due Rate is per hour or any portion of hour
<input type="checkbox"/> Ben Bones Room	60	<input type="checkbox"/> \$15 per hour	<input type="checkbox"/> \$25 per hour	*Total Time x Fee=\$ _____
<input type="checkbox"/> Main library	80	N/A	<input type="checkbox"/> \$25 per hour	*Total Time x Fee=\$ _____

Terms and Conditions

I. Authorization for facility and meeting space use

- The Library Operations Manager is responsible for managing all Library facilities, including the public meeting space.
- The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by JCLI.
- JCLI reserves the right to deny future use of the meeting space to any group or organization that does not follow meeting space guidelines.

II. Guidelines for the use of meeting space

- Users of meeting space may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- In publicizing a meeting to be held in a library meeting space, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
- Library staff may enter and remain in a meeting space at any time during a scheduled meeting.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- The applicant shall hold JCLI harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by JCLI, its employees and agents.
- Tables and chairs are available at each location. No other equipment is provided. The group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting space must be left clean, in good repair and in the same condition as found. Any group that

damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting space in the future.

- The library is not responsible for theft of or damage to property brought into a library meeting space.
- The applicant shall indemnify JCLI (1) for any damage to library property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by JCLI or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

III. Meeting space user responsibilities

- Light refreshments may be served, but groups may not prepare food on library property. The sponsoring organization or individual is responsible for keeping refreshments within the designated meeting space, for cleaning up afterwards, and for returning the space to its original condition.
- Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
- It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the Library facility and to further ensure that attendees observe the policies governing the public use of library meeting space.
- Library meeting space users agree to pay for any and all damages to library property including, but not limited to walls, floors, and furniture while applicant is using property.

IV. Applying for use of a meeting space

- Applications for use of meeting space are available at all library locations where meeting space is available and on the library website.
- Use is granted on a first-come, first-served basis. Use of the meeting space may be limited to once per month for each group, due to limited meeting space.
- A signed application may be submitted to the Library Operations Manager up to six months in advance of the meeting time requested.
- Library staff will approve or disapprove the application, and the applicant will be notified.
- Payment of any required fees must be made when the application is approved.
- Cancellations must be made at least 72 hours in advance to receive a refund.

Failure to comply with Terms and Conditions may result in forfeiture of future meeting space privileges.

Terms Accepted By: _____

Print Name Signature Date:

Library Use Only			
Application Taken By: Name	_____		Date: _____
Application Approved (circle one)	Yes	No	Date: _____
Applicant Notified By: Name	_____		Date: _____
Payment Received by: Name	_____		Date: _____
Amount Paid:\$	_____	Method (circle one, attach receipt):	Cash Check Credit Card