

Gleason Public Library

Hollis Room Use Agreement

Note: Form should be completed once each calendar year. Room reservations should be made through the Library website or at the Reference Desk.

The Hollis Room may be reserved by not-for-profit organizations for programs and meetings that are free and open to the public.

Please consult with Library staff if you wish to use the Library's A/V equipment, serve refreshments, or screen copyrighted material, or if you would like to request the Board of Trustees' permission to collect donations.

Contact name: _____ **Organization:** _____

Address: _____ **Town:** _____

Phone: _____ (home/work/cell) **E-mail:** _____

I accept the conditions of use as stated on the [Hollis Room use policy and guidelines](#), and I will comply with all requirements. I will see that the room furnishings, materials, and equipment will be respected as public property, and I understand that I will be responsible for any damages incurred to Library property either deliberately or through negligence on the part of members of the group or persons in attendance. I understand that failure to return the space in the condition in which it was provided may result in payment of a \$50 penalty fee, and/or payment for any repairs necessary.

_____ [signature] Required before event.

_____ [date]

Form received by (initials):	Date form received:
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Meeting Room Use FAQ - For full meeting room policy, please visit gleasonlibrary.org/policies

Capacity: Attendance is limited to 50 persons in the Hollis Room and 10 people in the Quiet Study Room per fire code. Seating and/or supplementary furniture are not allowed in the landing outside the Hollis Room. Groups using the room are responsible for monitoring attendance to comply with these limits.

Behavior and usage: Groups using the meeting rooms must not disrupt the normal functions of the Library or harm the local historical materials, and must follow the Library Expectations Policy. Groups that violate Library policies, or are disruptive to normal Library functions, may be asked to leave and may be denied future use of the meeting rooms. The signed application form assigns responsibility for loss or damages to the room to the signatory of the application.

Furniture: The Library provides 4 tables that accommodate 26 chairs, and 24 additional chairs for use in the Hollis room. The Library provides two tables and 10 chairs in the Quiet Study Room. Groups using the Hollis Room must set up the chairs and tables themselves and must return the room to its original condition prior to the end of the scheduled room use. The Library is not responsible for setting up or taking down chairs or tables. Groups may not rearrange the furniture in the Quiet Study Room. No additional furniture or equipment other than that already available in the rooms will be provided. No additional furniture may be brought into the rooms.

Equipment: Persons wishing to use the audiovisual equipment installed in the meeting rooms (e.g. projector) must contact the Library in advance to confirm equipment availability and specifications. The Library recommends making arrangements to test out the equipment ahead of time if there are any questions about its operation or compatibility with personal equipment. If showing a movie or other copyrighted material, the user is responsible for obtaining public performance rights.

Refreshments and clean-up:

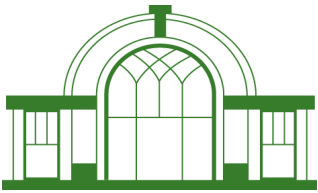
Hollis Room: light refreshments are permitted, such as a beverage and cookies or tea sandwiches. A sink is available in the pantry space; the tap water is not recommended for drinking. No additional kitchen facilities are available. If refreshments are served, attendees are to be clearly advised by the group leader that food and beverages must remain in the meeting room. Groups are responsible for clean-up and are expected to return the pantry and meeting room facilities to their original condition, including wiping down tables if food was served to reduce allergen risks. No alcoholic beverages of any type may be brought into, served, or consumed on the Library's premises. Please choose food items that are friendly to the carpet and furniture. An extra fee will be charged if the group's use of the room results in the need for repair to Library furnishings or equipment or if excessive cleanup is required by Library staff. Imposition of this fee will be at the discretion of the Library Director.

Quiet Study Room: Covered beverages are allowed. Food is not permitted in the Quiet Study Room.

Parking: The Library parking lot has space for 33 cars, including parking for library staff and users. Meeting attendees are encouraged to carpool; please ask the Library if you would like information on off-site parking for larger events.

Attendance/registration use: If an attendance form or program registration form is used, it should be clearly stated if the list of names would be used for sales calls. Attendees can then choose to not sign, or to remove their names.





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Accidents/Damage: Accidents must be reported to the staff member in charge who will report the incident according to Library procedure. The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting room. Payment shall be made for any damage to or loss of Library property. Use of the rooms by the organization is suspended until payment is received.

Storage: Equipment, supplies, or personal effects may not be stored or left in the Hollis Room or Quiet Study Room before or after use.

Telephone use: Library business phone use will be limited to emergency calls only. No telephone messages will be taken.

Publicity: The name, address, or telephone number of the Gleason Public Library may not be used as the contact for the meeting. Any announcement or notices to publicize an activity should not be posted or distributed within the Library without prior approval from the Staff. Non-Library-sponsored events will not be added to the Library events calendar.

Exits: All exits must be kept unlocked at all times. Open aisles must be maintained within seating arrangement for clear access to exits. Do not use the Emergency Exit except in cases of emergency.

Decoration: Nothing may be attached to the walls or the ceiling.

Fire codes: No open flames, including incense or candles, are permitted.

End of meeting: Programs or meeting must end at least one half hour prior to Library closing time, and the room must be clean and vacant at least 15 minutes prior to closing time to allow staff to close and secure the premises. The person in charge of the meeting should notify the Reference staff member when the room is vacated.

Use of the meeting rooms by any group signifies acceptance of the terms of this policy. Groups that violate Library policies, or are disruptive to normal Library functions, may be asked to leave and may be denied future use of the meeting rooms.

CHECKLIST FOR END OF ROOM USE – HOLLIS ROOM

1. Turn out lights in pantry, meeting room. Check faucets and appliances.
2. If screen is used, return to original position. Turn off projector if used.
3. Return tables and chairs as found unless instructed by staff otherwise.
4. Clean kitchen-return it to the state in which you found it. Wipe down tables. Mop if necessary.
5. Vacuum where necessary.

CHECKLIST FOR END OF ROOM USE – QUIET STUDY ROOM

1. If AV is used, return to original position; return any borrowed equipment to Library staff
2. Return table and chairs as found
3. Discard any trash in receptacles

