

FACILITY USE AGREEMENT

FORM SLPL-11 (REVISED 03/2016)

Please type or print

PROCEDURE

Submit this form at least 72 hours prior to the requested meeting date. The rental fee is \$5.00 per hour and due with this application. There are NO refunds. The room is available to schedule up to 30 minutes prior to the library closing every day. NOTE:

Organizations partnering with, sponsored by, or financially supported by the City of Show Low are exempt from paying rental fees.

POLICY

The library encourages the use of meeting and study rooms where this use does not interfere with the normal functions of the library. Spaces are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting room may be used for educational, cultural, informational, or governmental/civic activities and may include public lectures, panel discussions, workshops, and other functions. The library may impose minimum attendance requirements. To ensure accessibility to a wide variety of groups, the library may limit the frequency of meetings for any group to no more than once per month during library hours only.

Preference is always given to Library and City events followed by local governmental agencies and nonprofit/community groups. The library may charge fees for room use in accordance with the fee schedule set by Show Low City Council. Requestors may submit requests no more than 90 days in advance.

Applicants must be 18 or older and agree to:

- Complete a room reservation application;
- Comply with all federal, state and local laws;
- Pay any applicable room use fees prior to use;
- Follow library policies, including the General Behavior Policy;
- Set-up and leave the room in the condition in which it was found, including disposal of any waste materials in appropriate receptacles;
- Not use the doors, walls and furniture for display (e.g., no tape, nails, etc.);
- Not use open flames, burning incense or candles;
- Not use balloons of any kind;
- Not charge admission fees;
- Not buy or sell anything while using the room;
- Supervise children at all times; and
- Notify the library as soon as possible if it is necessary to cancel a reservation.

Rooms will be held for 10 minutes after the reservation time. Repeated cancellations or failure to notify the library of a cancelled meeting may result in forfeiture of future reservation privileges.

Date of Event: _____

Event Start Time: _____ Event Ending Time: _____

NOTE: Don't forget to include time for you to set up and clean up after your event. Please also plan your time accordingly as you pay in hour increments (e.g., \$10.00 for a 90 minute meeting).

Name of Agency/Organization: _____

Mailing Address: _____

Phone: _____ Email: _____

Purpose of Meeting: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I/We hereby understand and agree to accept the risk of bodily injury and/or property damage which I/we may incur or cause a third party to incur as a result of my/our participation in any and all activities for which specific space has been reserved for specific times. This shall include, but not be limited to, assignment of time and space for regularly scheduled activities, sporadic use, and one-time events.

With this understanding, I/we further agree to indemnify, defend, and hold harmless the City of Show Low, its Council, boards, commissions, and their respective officers, agents, and employees from and against any and all claims, losses, injuries, suits, or judgments arising from or in connection with my/our function as a participant.

I/we agree to this indemnification and hold harmless for myself/ourselves, my/our successors, assigns, heirs, executors, and administrators, and any other person or entities who/which may have a claim based on my/our personal injuries and/or property damage. I/we further understand and agree that this hold harmless and indemnification shall apply to any and all facilities that the City of Show Low may own and/or control.

Furthermore, I/we have and agree to abide by the City of Show Low rules and regulations pertaining to the use of the library's meeting rooms.

I/we understand further that I/we will be held financially responsible for any damage to the facilities or equipment that occurs through our agency's/organization's use of the library meeting room.

Signature of Responsible Party

Date

Printed Name of Responsible Party

Library staff use only

REVIEWED BY: _____ AMOUNT PAID: _____ DATE: _____



ShowLowPublicLibrary

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