

## **Nassau County Public Library System Meeting Room Policy**

### **Policy Statement**

The Nassau County Public Library System provides the use of library meeting space for library-related, cultural, civic, educational and business purposes. Due to limited space available at each facility, the library system reserves the right for library-related and library sponsored programs to take precedence when reserving meeting room space. The use of a library's meeting room by a group does not indicate an endorsement of the group's policies or beliefs by the Nassau County Public Library System. Questions concerning the following policies should be directed to the librarian at your local branch.

### **Application Procedures**

1. Written application must be submitted in advance for approval. Request an application form from a library staff member. Tentative bookings may be made by telephone, but a written and signed application is required for confirmation.
2. Requests for meeting room facilities should be made to the librarian at your local library branch.
3. Groups requesting meeting facilities for a series of meetings must submit a list of specific dates along with their application. Meeting space may be reserved for one meeting per month, for the entire year.
4. Meetings beyond one per month will be scheduled on a month-to-month basis.
5. Meeting areas may be utilized during regular library operating hours; and after hours at the Fernandina Beach and Hilliard Branch libraries. Meetings should end 10 minutes before closing time to ensure proper closing procedures by the staff.
6. Kitchen facilities are not available at library facilities. *Light refreshments only may be made available during a meeting.* All persons for groups using the Meeting Room areas are held responsible for leaving the areas in a clean and orderly manner.
7. All libraries in the system adhere to a no smoking policy.

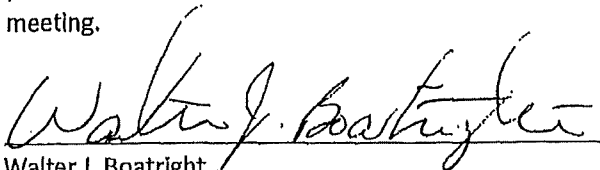
### **Group Qualifications**

1. Meetings of a cultural, civic or education nature may be held free of charge, and must present their 501 c (3) determination letter at the time of booking their meeting.
2. Individuals may use the meeting space for a half day at \$50, or a full day at \$100.
3. Businesses may use the meeting space for a half day at \$100 or a full day at \$200.
4. All individuals and groups that use the meeting space must abide by the library's Code of Conduct.
5. Groups or individuals solicited by the library to present programs may sell books and other materials related to their program. The presenter will be responsible for the handling of the product: set up of display, necessary change and exchange of money.
6. Youth groups requesting the use of meeting facilities must make arrangements through an adult advisor, who will also be responsible for the group and be present during each of the group's meetings.
7. Study groups, with adult supervision, are permitted to use the meeting facilities upon availability, but must fill out a written application.

8. Cancellations: please inform the library branch where reservations were made of any cancellation dates. Your prompt response enables other to use the facilities.

**Publicity**

Publicity is the responsibility of the group using the meeting area. Please indicate that the group is sponsoring the meeting and not the library. As space permits, an announcement of the event can be posted in the library. Please check with the library before sending out any public notices of your meeting.



Walter J. Boatright  
Chairman, Nassau County Board of Commissioners

8-17-16

Policy effective August 17, 2016

MES  
08-18-17

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ does hereby agree to indemnify and  
(Name of Organization)  
hold harmless, Nassau County, its Commissioners, officers, employees, and  
agents, for any loss, liability, or expense for any claim for injury to any person or  
damage to any property arising out of, or in connection with \_\_\_\_\_  
(Name of Event)  
and other activities and events sponsored or arranged for by \_\_\_\_\_,  
(Name of Organization)

which will occur on \_\_\_\_\_ at the \_\_\_\_\_,  
(Date of Event) (Name and Location of Property)

including and not limited to any injuries or damages suffered or claimed to be suffered,  
by any participant, spectator, or invitee attending or present at said event, including  
attorney fees and costs associated with the defense of any claim.

I, \_\_\_\_\_ understand this hold harmless agreement and agree to  
the terms hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By: \_\_\_\_\_  
(Authorized Agent or Representative of Supporting Organization)

STATE OF FLORIDA

COUNTY OF NASSAU

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by,  
who is personally known to me or who has produced \_\_\_\_\_ as  
identification and who did take an oath.

\_\_\_\_\_  
\_\_\_\_\_  
NOTARY PUBLIC

State of Florida at Large  
My Commission Expires:

STATE OF FLORIDA

COUNTY OF NASSAU

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_,  
by, of, a Florida corporation, on behalf of the corporation. He/She is personally known to me or who has  
produced \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
\_\_\_\_\_  
NOTARY PUBLIC

State of Florida at Large  
My Commission Expires:

**Nassau County Public Library System  
25 North 4<sup>th</sup> Street  
Fernandina Beach, Florida 32034  
904-530-6500 Fax (904) 277-7366**

**APPLICATION FOR USE OF LIBRARY MEETING ROOM**

NAME OF GROUP: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ BRANCH LOCATION: \_\_\_\_\_

NAME OF GROUP REPRESENTATIVE: \_\_\_\_\_

TITLE OR POSITION IN GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER (HOME/CELL) \_\_\_\_\_ (WORK) \_\_\_\_\_

**AGREEMENT**

The above -mentioned group agrees to conduct its meetings in the Library with proper respect for the building and for persons who might be using the Library for purposes other than those of the group.

Please be aware of the following conditions from the Meeting Room Policy (see attached Policy for clarification).

1. Meetings must be of a cultural, civic or educational nature. Individuals may use the meeting space for half day at \$50 + tax or a full day at \$100 + tax. Businesses may use the meeting space for half day at \$100+ tax or a full day at \$200+ tax.
2. Serving food and drinks is strictly limited to light refreshments. No red beverage allowed.

3. Number in attendance will be reported to the staff after each meeting.
4. A copy of Non-profit certification must accompany the application. Non-profit organizations may use the meeting space based upon availability.
5. Room arrangement, clean up and return to original set-up is the responsibility of the individual or organization using the room.
6. Items should not be attached to the walls. Easels may be used.
7. A request for use of the Library equipment must be made at least one week in advance of use. A member of the organization will report to the Branch at least 2 days before the event for training. (LCD projector, DVD, or speaker system)
8. After operating hours use of the meeting space in the Fernandina Branch and the Hilliard Branch libraries requires additional information to be acquired by making an appointment with the Branch Librarian 2 days before the event.

**I have read the Meeting Room Policy and agree to the terms and conditions.**

\_\_\_\_\_  
NCPLS Representative

\_\_\_\_\_  
Group Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date