

OSCEOLA LIBRARY SYSTEM
AGREEMENT FOR MULTIPURPOSE ROOM
Fax 407.742.8818

The Osceola Library System provides multipurpose rooms for lawful public use. All uses of the multipurpose rooms must be in accordance with applicable local, state, and federal statutes.

Multipurpose rooms are available for reservation for meetings and events of a civic, cultural, religious, political, or educational nature. The direct sale or promotion of goods and services by for-profit businesses is prohibited in multipurpose rooms.

All meetings and events held in multipurpose rooms must be free and open to the public. No fees, charges, dues, or donations may be charged or solicited from those in attendance.

Meetings and events held in multipurpose rooms may not disrupt the use of the Library by others. All those attending meetings and events in multipurpose rooms are subject to the Library Code of Conduct. Refreshments are permitted in the multipurpose rooms, but must be removed at the conclusion of the event or reservation.

Meetings and events held in multipurpose rooms must not exceed room capacity.

The person making arrangements for the reservation of a room must be at least eighteen (18) years of age, will assume full responsibility for the use and condition of the room, and will be held responsible for any costs associated with cleaning or repairing damage done to the room.

Groups and individuals using multipurpose rooms are responsible for setting up and taking down tables, chairs, and equipment and should make arrangements to set up in advance and tidy the multipurpose rooms at the conclusion of an event or meeting.

Multipurpose rooms must be left in a neat, clean, and orderly condition after their use or the privilege to use the multipurpose room for future events may be revoked.

Multipurpose rooms must be vacated at least fifteen (15) minutes prior to Library closing.

The Library is not responsible for resources, equipment, or personal belongings left in multipurpose rooms.

Permission to use a multipurpose room does not constitute an endorsement by the Library or the County. Promotional materials and announcements for meetings and events shall not suggest or imply the endorsement of the Library or the County.

The undersigned hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the multi-purpose rooms. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage and/or loss to Library facilities, or personal property that may result from this use.

Please adhere to time frame indicated on reservation by vacating the room at the appropriate time.

Signature of Applicant

Date

Organization/Affiliation: _____

Library Use Only:

Attendance: _____

Sign In: _____

Sign Out: _____