

MEETING ROOM USE RELEASE

I, the undersigned, hereby request the use of the Children’s Program Room at the Walla Walla Public Library. I hereby release the Public Library and the City of Walla Walla from responsibility for loss, damage, injury, or destruction while using the Children’s Program Room at the Walla Walla Public Library. I have read the rules for the use of the Children’s Program Room and will conform to the conditions set front in the rules.

REQUESTOR: _____

WHEN: _____

PURPOSE: _____

SIGNATURE: _____

TODAY’S DATE: _____

ADDRESS: _____

PHONE: _____

**LIBRARY
STAFF:** _____
(Put on program calendar)

RULES FOR THE USE OF THE CHILDREN’S PROGRAM ROOM

General Rules for Use of the Children’s Program Room

Size of group using the program room is limited to a maximum of 30 people.

Library sponsored activities will be given priority at all times in scheduling the use of the Children’s Program Room.

The Library Director may deny permission to use the Children’s Program Room to any individual or group which fails to observe these rules.

Groups using the Children’s Program Room must return all tables and chairs to their original positions before vacating the room.

The fact that a group is permitted to use the Children’s Program Room does not in any way constitute an endorsement of the group’s policies or beliefs by the City of Walla Walla or the Library’s Board of Trustees. No advertisement or announcement implying such endorsement is permitted.

The Children’s Program Room must be vacated prior to the Library’s regular closing time.

People meeting in the Children’s Program Room who have small children may not leave these children unattended in the Library.

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Who May Use the Children's Program Room

The Children's Program Room may not be used by commercial or business entities, or political groups which endorse an individual party or candidate, or for money raising purposes.

Meetings must be open to the public. No admission may be charged. No collections may be taken or funds solicited. Membership payments or dues may not be solicited in the Library building.

Reservations for the Children's Program Room will be assigned in the order of receipt of request, whether in person or telephone. A signed copy of this form must be on file before the reserved event can take place.

Responsibilities of the Persons using the Children's Program Room

The person requesting use of the Children's Program Room is required to complete the *Children's Program Room Use Release* form.

The Library is not responsible for equipment, supplies, materials or other items owned by an individual or group and used in the Library. The Library will not provide storage for items not owned by the Library.

Organizations/individuals holding meetings assume responsibility for any damage to the Children's Program Room and/or its contents.

Use of the Children's Program Room

Long term dedication of the Children's Program Room to a particular group or individual, except Library sponsored or Friends of the Library sponsored, at a certain specified day, date, or time on a continual basis will not be allowed. Groups which meet on a regular weekly or monthly basis may schedule use of the Children's Program Room no more than one meeting in advance.

INITIALS OF REQUESTOR: _____

For additional information see the Library Director

Date of acceptance: June 20, 2007