

Murphys Volunteer Library, Inc.

Meeting Room Policy and Application

The Murphys Volunteer Library is a branch of the Calaveras County Library System and is subject to all county rules and regulations regarding use of county buildings. All buildings are tobacco and alcohol free. Clubs, groups and other organizations may use county buildings for meetings and other lawful not for profit events. The room may be used only for meetings that are open to the public and are free of charge, unless approved in writing by the library director. Non-county supported organizations may be requested to submit proof of insurance to use the facility. No fee is charged for use of the building; however any cost to the county for the use of the space must be reimbursed by the using organizations (such as the cost of an after-hours staff person or damages to the facility). The library will accept donations for the use of the room. A member of the library staff or trained volunteer must be present during use and must secure the building during non-operational hours use. The maximum occupancy for the use of the building is seventy seven (77) people. Use of the room is subject to approval of this application.

Organization name: _____

Rep. Name & Title: _____

Rep. Address & Phone: _____

Date(s) & Time for use: _____

Purpose: _____

Person in charge: _____

If approved we agree to abide by all rules and regulations, maintain the alcohol and tobacco free environment and be responsible for any repair/replacement as a result of our use of the facility.

Applicant signature _____ **Date** _____

+++++ *Library Use Below This Line* +++++

The above organization has been approved to use the meeting room on (date) _____ from (time) _____ to _____. The date is on the master calendar and a staff member/volunteer has been assigned to be present and responsible for securing the building.

Library Designee _____ **Date** _____