



Conference Room Contract

Daphne Public Library
canderson@daphneal.com
251-620-2509

Group Requesting Reservation: _____

Room Requested: _____

Number of Expected Attendees: _____

Dates(s) Requested: _____

Time Requested: _____

Contact/Responsible Party: _____

Mailing Address: _____

Phone # _____ Email: _____

Meeting Room Agreement:

I acknowledge agreement with the library's Meeting Room Policies and understand that I will be held responsible for the group's use and treatment of the room(s). **I attest** that my group is a non-profit organization with by-laws or an intended purpose, or small groups such as homeschool or tutors.

Basic Meeting Room Agreement Policies:

User agreements must be signed and all library policies followed

No alcohol, open flames, smoking or vaping

Refreshments must remain inside meeting rooms or café area

Users must complete their own furniture set up

Please schedule enough time for set up and clean up

No one under 12 without active supervision

Clean up the room after each use

Unplug coffee pots if used

Responsible Party Signature: _____ Date: _____

The Porch Agreement (in addition to the above contract, if using the Porch):

I acknowledge agreement with the library's Meeting Room Policies and understand that I will be held responsible for the group's use and treatment of the room(s). **I attest** that my group is a non-profit organization with by-laws or an intended purpose.

"A tutor will be considered an individual, not a business, working with students for educational purposes for free or for a nominal fee."

Special Porch Agreement Policies in addition to Meeting Room Agreement Policies:

Keurig water is very hot – be careful

Only staff can move partitions or troubleshoot equipment

The AV Tech must be consulted to set up use of the 70" screen

Snacks and drinks are permitted but NO hot food or ordering in

Do not move the two large tables

No one under 12 without active supervision (see policy)

Please clean white boards after use

Use only approved stylus on screens

Responsible Party Signature: _____ Date: _____

Tutors: I attest that I am a tutor as described in the library policy.

Tutor Signature: _____ Date: _____