



## **Meeting Room Use Agreement Statement**

Meeting room facilities in libraries are provided free of charge for library and library sponsored programs, and for non-profit community sponsored programs which are educational, cultural, or civic in content. Commercial programs, for-profit, and personal social functions are not permitted. All functions must be free and open to the public. Goods and services may not be sold or members/clients solicited. Presenters, who wish to place advertisements with the media, or otherwise advertise programs, must clear copy with the Library Community Relations Manager (594-5610) prior to publication.

In consideration of the use of a meeting room each organization agrees to (a) pay for all damage to any property of the City of Tucson/Pima County resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, or any of its invitees; (b) defend, hold harmless, and indemnify the City of Tucson/Pima County and the Pima County Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting.

It is understood and agreed that the City of Tucson/Pima County and the Pima County Public Library assume no responsibility whatever for any property placed in any library in connection with a meeting; and that the City of Tucson/Pima County and the Pima County Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damages to persons or property which may be sustained by reason of a meeting.

Fire Department and all City/County regulations posted in the meeting rooms will be observed in all meetings. Nothing may be fastened or attached or affixed to the walls of the meeting room. Decorations, if any, must be approved by the library. Rooms must be left in an orderly condition. Meetings may not disrupt the use of the library by others, and persons attending meetings are subject to all library regulations and policies.



**Pima County Public Library**

**Application for Meeting Room Use**

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Organization

\_\_\_\_\_  
Purpose of Organization

\_\_\_\_\_  
Name of Individual Filing Application

\_\_\_\_\_  
Office in Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Email Address

\*This telephone number will be given in response to any public inquiry.\*

By providing and submitting this information you agree to abide by the Meeting Room Use Policy and Statement posted at the library and accessible on the internet at <http://www.library.pima.gov/about/policies/meetingroompolicy.pdf>