

# Norelius Community Library

1403 1<sup>st</sup> Avenue South

Denison, IA 51442

**Library Hours:** Monday - Thursday: 9 am to 8 pm | Friday & Saturday: 9 am to 5 pm  
**Email:** noreliuslibrary.contact@gmail.com | **Phone:** 712-263-9355 | **Fax:** 712-263-8578

## MEETING ROOM CONTRACT

Name of Organization/Participants: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Library Key Required: \_\_\_\_\_ No \_\_\_\_\_ Yes | Signature, if Yes: \_\_\_\_\_  
*Must be signed at the library after submission.*

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_  
*Please include at least 30 minutes for set-up and 30 minutes for clean-up in your request.*

Equipment Needs:

_____ No Equipment	_____ White Board
_____ TV & DVD Player	_____ Coffee Maker
_____ Overhead Projector	_____ Screen
_____ Slide Projector	

Room Requested: \_\_\_\_\_ Carnegie \_\_\_\_\_ Conference \_\_\_\_\_ Fireside \_\_\_\_\_ All 3 Rooms

**I have read the Norelius Community Library meeting room policy on the reverse side and agree to comply with it:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Must be signed and dated at the library after submission.*

### RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT (This Must Be Completed)

(Organization Name) \_\_\_\_\_ agrees to release, hold harmless (user of city building or facilities (the "Premises")) and indemnify the City of Denison and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from (i) the conduct or use of Premises by the undersigned or the undersigned's organization or group, (ii) any act, omission, or negligence of the undersigned or the undersigned's organization or group, or the partners, directors, officers, agents, employees and other users, and invitees of the undersigned or the undersigned's organization or group, and (iii) any accident, injury or damage whatsoever occurring in or at the premises while the undersigned or the undersigned's organization or group using the facilities.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by: \_\_\_\_\_  
*Must be signed and dated at the library after submission.*

Witness: \_\_\_\_\_

# Norelius Community Library

## MEETING ROOMS POLICY

### I. USE OF MEETING ROOMS

- Limited to non-profit use by individuals or small groups.
  - Non-profit community-based tutoring services are acceptable. Individuals who serve as tutors for fee-related services are not considered non-profit and must be approved prior to use of the meeting room via the Library Director.
- Key: If the room is to be used after Library hours, obtain key from librarian and return it within 48 hours. User must sign for key. Lost key charge: \$50.00.
- Long term use of meeting rooms: Key deposit is \$50.00, to be refunded when key is returned.
- Young adult patrons age fourteen to eighteen can check out a meeting room during normal library hours of operation.
- Reservations for meeting room use must be made in advance.
- No food preparation other than making beverages.
- No storage of food, drink, or equipment unless prior arrangements have been made.
- The Library is not responsible for items left in meeting rooms.
- No alcoholic beverages.
- No smoking.
- No candles or other open flames.
- A limited number of tables and chairs are available for use.
- A coffeepot is available for use, but users furnish coffee and all utensils.
- Normal wear on rooms and furnishings is expected. However, users are responsible for the cost of repair or replacement for damage or breakage beyond normal wear.
- Library staff and/or Library Board of Trustees have priority for use of rooms for library purposes.
- The Library Board of Trustees and/or the Library Director reserve the right to deny the use of rooms.

### II. CHECKLIST FOR USERS

- Access to meeting rooms is through the main entrance only.
- The front door must be kept closed after hours or any time the library is unattended. Do not prop any exterior doors open at any time.
- Do not block the handicapped entry door.
- Dispose of trash in wastebasket.
- Clear and clean tables.
- Put away any tables and folding chairs that you set up.
- Clean the kitchenette.
- Turn off all lights.
- Close and lock the meeting room door.
- Check to make sure the main entrance door is locked if leaving after library hours.

**Signed Meeting Room Contract(s) will be kept on file until the next calendar year.  
New contracts required annually beginning in January.**