

McEntee Meeting Room Policy Statement

In consideration for and as a condition of the use of the above stated facility, the applicant shall hold the City of Newport, (hereafter known as "City"), its employees and agents harmless from any claim, loss or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by the City or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

- Alcoholic beverages are not allowed in or around the Library.
- Library staff may enter and remain in the Meeting Room at any time during a scheduled meeting.
- The Library may cancel existing reservations with 10 days' notice, in favor of Library or City of Newport needs.
- Time for set up and clean up should be included in the meeting time requested. Tables and chairs may be left out, but otherwise room should be returned to its original condition.
- Cancellations must be made at least 72 hours in advance to receive a refund.
- Activities for minors age 17 and under must be supervised by responsible adults.
- Unless admission is charged or a meeting is limited to a group's membership, any person may attend a meeting so long as that person complies with Library policies.
- Library facilities and Meeting Room users agree to pay for any and all damages to library property including, but not limited to walls, floors, grounds and furniture while applicant is using property.
- The applicant will be present during use of the Meeting Room.
- The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the City of Newport, the Library, or the Library Board of Trustees of policies or beliefs of that group or organization.

I have read, understand and agree to abide by the Policy Statement for the McEntee Meeting Room. I understand that failure to abide by these policies may result in exclusion from and further use of the Meeting Room.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____

Organization Name: _____