



YAVAPAI COUNTY
FREE LIBRARY DISTRICT
Corey Christians, Director
library.district@yavapaiaz.gov



MEETING ROOM RESERVATION REQUEST AND AGREEMENT

To use the meeting room(s) at a Yavapai County Free Library District (YCFLD) branch location, please complete the 'Meeting Room Reservation Form' online at <https://yavapai.events/reserve-room> or fill out this 'Meeting Room Reservation Agreement' (hereinafter referred to as the "Agreement") and submit it to the Library Coordinator(s) of the respective branch at least **seven days** in advance of the Meeting Room reservation date requested.

Please PRINT your responses below.

CONTACT INFORMATION

Requestor's Name:	
Address:	
Telephone Number:	
Email Address:	
Name of Group or Organization:	

All confirmations and communications are sent via email. If you want to receive updates and reminders, you must provide an email address. We will NOT share your email address with anyone else.

RESERVATION INFORMATION

Purpose of Meeting or Event: _____

Expected Attendance: _____

Reservation Date: _____

Set Up Time: _____ **Teardown Time:** _____

If you need more than one hour to set up and tear down, leave both spaces blank and adjust the event start and end time.

Event Start Time: _____ **Event End Time:** _____

Meeting Room Location (see the attached list): _____

AFTER-HOUR USE REIMBURSEMENT

Meeting rooms may be used before or after regular hours of library operation, strictly at the sole discretion of the YCFLD Administration. The YCFLD Administration may charge the Requestor for reimbursement to the Library District for after-hour personnel expenses at a flat rate of \$25.00 per hour. By signing this Agreement, Requestor agrees to be responsible for, and to pay YCFLD for, such applicable charges.

CERTIFICATE OF INSURANCE

Requestors, Groups, and/or Organizations may be required to provide a Certificate of Insurance at the sole discretion of the YCFLD, in which case the Certificate of Insurance shall be provided to the YCFLD **no later than 5 days prior** to the above-described meeting or event. Failure to timely provide the required Certificate of Insurance shall result in the cancellation of the reservation.

RELEASE AND WAIVER OF LIABILITY

By signing this Agreement, Requestor agrees to waive any personal injury, bodily injury, death, property damage, economic damage, loss, expense, harm, or any other monetary or non-monetary claim against YCFLD and/or its branch and/or affiliate libraries, known or unknown, now or in the future, that Requestor may suffer as a result of Requestor's reservation and use of the Meeting Rooms or as a result of cancellation or termination by YCFLD of said reservation, regardless of whether or not caused in whole or in part by the alleged or actual negligence or other fault of YCFLD.

By signing this Agreement, Requestor hereby agrees to indemnify and hold YCFLD, its board members, director, officers, employees, volunteers, or other representatives, branch or affiliate library's board members, directors, officers, employees, volunteers, or other representatives, harmless from any and all claims, liabilities, damages, costs, losses, or expenses (including but not limited to reasonable attorney fees and other litigation cost and expense) incurred by YCFLD and/or its affiliate and/or branch libraries, as a result of any claims, lawsuits, or administrative authority that Requestor (or anyone claiming by under or through Requestor) or others may file against YCFLD and/or its affiliate and/or branch libraries, to recover any and all liabilities, damages, costs, losses or expenses, for any and all personal injury, bodily injury, death, property damage, economic damage, loss, expense, harm, or any other monetary or non-monetary claim, known or unknown, now or in the future, that Requestor, or any other third party, may have suffered as a result of Requestor's reservation and use of the Meeting Rooms.

The above Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Arizona and if any portion hereof is held to be invalid, Requestor agrees that the balance of the Waiver shall, notwithstanding, continue in full legal force and effect.

PERMISSION AND APPROVAL

Approval or denial of this Reservation Request is at the sole discretion of YCFLD Administration. Approval of this Reservation Request and permission to use the Meeting Rooms is also conditioned upon Requestor's acceptance of, and compliance with, the terms, rules, and requirements for use of the Meeting Rooms as expressed in the Library

District Policies and Procedures [Meeting Room Policy 1.10](#). By signing this Agreement, Requestor expressly agrees that Requestor has reviewed, understands, and will abide by the terms, rules, conditions, and requirements contained therein.

YCFLD DISCLAIMER OF ENDORSEMENT OR AFFILIATION

Approval of Reservation Request by YCFLD and /or use of the Meeting Rooms by any Group or Organization does not constitute in any way affiliation of the YCFLD with the Group or Organization using the Meeting Rooms. The YCFLD does not advocate or endorse the viewpoints or content expressed during any program or event, nor does the YCFLD advocate or endorse or the viewpoints, content, policies, or activities of any Group or Organization that uses library Meeting Rooms for an activity, program or event, and the Group or Organization using the Meeting Rooms is solely responsible for the content of their program or event at Library Meeting Rooms.

CANCELLATION, TERMINATION, AND YCFLD ACCESS

YCFLD reserves the right to cancel Meeting Room reservations at any time prior to the start time of the reservation, and YCFLD reserves the right to immediately terminate any Meeting Room reservation during the reservation time for any reason, or no reason, at the sole discretion of the Director of the YCFLD. YCFLD Library staff shall have access to Library Meeting Rooms at all times that a Meeting Rooms is being used by the Requestor.

REQUESTOR AFFIDAVIT

I, the Requestor, whose signature is set forth below, certify that I am a duly authorized official representative of the Group or Organization making a reservation request for use of the YCFLD Meeting Rooms, and that I am authorized to agree on behalf of the Group or Organization to the terms set forth and referenced herein. I have received and read the [Meeting Room Policy 1.10](#), fully understand the terms, conditions, rules, and requirements for use imposed by that Policy and this Agreement. I hereby expressly agree, on behalf of myself and the Group or Organization I am duly authorized to represent, to comply with all terms, conditions, rules, and requirements of use. I further certify that all information that I have provided in this document is true and correct.

Requestor hereby represents and warrants that he/she has read this Meeting Room Reservation Agreement in its entirety and fully understands its contents. Requestor has signed this Meeting Room Reservation Agreement voluntarily and of their own free will.

Requestor's Signature: _____ **Date:** _____

Requestor's Printed Name: _____

Approved by: _____ **Date:** _____

Title of Approving Staff Member: _____