

ATTACHMENT D

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County of Gloucester Library Community Rooms Use Policy

COUNTY FACILITY RESERVATION REQUEST FORM NON-GOVERNMENTAL ORGANIZATIONS OR INDIVIDUALS

Organization: _____

Address: _____

Contact person: _____ Title : _____

Day Phone: (____) _____ - _____ Ext. _____ Evening Phone: (____) _____ - _____

Email: _____

Facility requested: _____

Purpose/Planned Event: _____

Name/Title of Event: _____

Equipment to be used/brought on County Property: _____

Dates/Times: _____

Estimated Maximum Attendance: _____

(Applicant Signature)

(Date)

(Print Name)

By signing above, the applicant acknowledges receipt of the County Facilities Use Policy and agrees, on behalf of himself and any group or organization he represents, to abide by the requirements of the Policy and any Special Conditions imposed hereby.

Signature of Approving Authority

This authorizes the above named applicant/organization to use the facility as indicated.
Please bring this form to either Library location.

(Authorized Signature)

(Title)

(Date)

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Authority to Approve Reservations:

Approval of reservation requests shall be delegated to the Approval Authority for each County facility. Should conflicting requirements arise for the use of a meeting facility, the Approval Authority responsible for approving facility reservations may rescind a prior facility reservation in order to accommodate priority governmental functions.

Use of Building Facilities by Non-governmental Users:

- a. No for-profit or fund-raising activities shall be conducted in County facilities.
- b. All publicity (e.g., posters, brochures, pamphlets, flyers, radio or television announcements) must carry the name of the organization sponsoring the meeting. The County shall not be identified as sponsor or co-sponsor without prior written approval of the Approval Authority or the County Administrator.
- c. Neither the name nor the address of a County facility may be used as the official address or headquarters of an organization.
- d. The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the County.
- e. Use of a facility more than once a month to accommodate routine organizational meetings is not permitted without written approval by the Approval Authority or the County Administrator.
- f. Reservations for regular monthly use shall be limited to two (2) at any one time. Non-governmental users requesting monthly accommodations are encouraged to use the School Facilities.
- g. The County reserves the right to disapprove any property and equipment proposed to be brought into or on County facilities.
- h. Reservations may be revoked if the facility is needed for governmental purposes or if the facility becomes unavailable due to emergency.

Policy Governing Conduct:

- a. Users of County facilities are responsible for the proper conduct of members or guests.
- b. Neither alcoholic beverages nor illegal drugs, nor any person under the influence of alcohol or illegal drugs, shall be allowed on the premises.
- c. Unlawful or gambling in any form is prohibited.
- d. Riotous, boisterous, threatening, or indecent conduct, or the use of abusive, threatening, profane, or indecent language, shall not be permitted.
- e. Smoking is not permitted in County building facilities.
- f. Additional rules, regulations, and/or limitations applicable to specific facilities and uses may be imposed by the County.

Waiver of Liability/Indemnification Agreement

In consideration of the County of Gloucester, Virginia's permission to utilize its facilities, as indicated on the attached County Facility Reservation Request Form, I, on behalf of myself, any group or organization I represent, and our members, representatives, employees, officers, heirs, successors, and assigns (collectively, the "Applicant" or "I") do hereby waive any claim or liability (past, present, or future) that I may have against the County arising out of or associated with our use of the facility. I hereby release the County from all claims and liabilities associated with my/our use of the facility, to the maximum extent allowed by law. I agree to indemnify and hold harmless the County from and against all claims, assertions, and liabilities associated with my/our use of the facility. "County" shall be deemed, for the purpose of this waiver/indemnification, to include all County officers, employees, representatives, and agents. If any portion of this waiver/indemnification form is deemed invalid for any reason by a court of competent jurisdiction, the remainder shall be effective.

Date: _____

Applicant Signature