

**EUFAULA CARNEGIE LIBRARY  
AUDITORIUM POLICY AND PROCEDURES (REVISED)**

*The auditorium of the Eufaula Carnegie Library serves the primary purpose of supporting library-sponsored programs and services. Subject to the rules and regulations established by the Board of Trustees of the Eufaula Carnegie Library, the auditorium may be used by community groups and organizations for non-profit activities when space is available during regular library hours. The use of the auditorium is a service of the library that supports educational, civic and cultural organizations and promotes awareness of the library by the general public, civic leaders and public officials. Exceptions to any of the above may be made by the director.*

*Priority for use of the meeting room will be given to: (1). Library programs, (2). Friends of the Library meetings or programs and (3). City of Eufaula meetings and functions.*

- The Auditorium is available during hours when the library is open. Meetings must adjourn 15 minutes before closing time.
- Application must be made in writing on forms provided by the Eufaula Carnegie Library.
- Applications will be taken for no more than three meetings during three consecutive months. Applications for additional meetings will only be considered after the conclusion of the third meeting.
- Confirmation or denial of auditorium reservations will be made in writing by Eufaula Carnegie Library Staff.
- Applicant representative will be required to sign a standard form agreeing (1) to enforce library rules (2) to be financially responsible for any damage to Library property and (3) to hold harmless the Library Board and the City of Eufaula for any accidents or incidents which might occur during use of the Auditorium.
- Groups using the room may neither charge admission nor request donations for attendance or participation. Club dues and other shared costs within an organization are not considered admission fees.
- Programs may not be disruptive to the Library or its mission. Groups which disturb library activities or library users may be denied future use of the Auditorium.
- The Auditorium may not be used for birthday and anniversary parties, weddings, funerals, or other personal celebrations.
- The Library does not endorse the views of groups meeting in the facility. Publicity announcing meetings for groups should in no way imply Library sponsorship. While the name and address of the Library may be used in handouts or advertising, groups must not imply library sponsorship of their program or organization in their publicity.
- No group may use the Library as a mailing address.

- The Library does not provide room set-up for groups meeting in the Library. It is the responsibility of the group meeting to set up tables and chairs and return these items to the proper storage area.
- The Library does not provide storage for the property of groups meeting in the Library and the Library does not accept responsibility for materials that are damaged or lost.
- Meetings of groups of individuals under the age of 18 years must have an adult sponsor in attendance. Groups of children 12 years old and under must have at least one adult sponsor for every five children. Groups of young people ages 13-17 must have an adult sponsor for every ten young people.
- Children must be supervised at all times. The Library is not responsible for children left unattended in the Library while their parent or guardian is in a meeting at the Library.
- Meetings will not exceed the capacity established by the Eufaula Fire Marshall (seating for 61 classroom style, 122 auditorium style).
- The Library is a smoke free facility and no smoking will be permitted anywhere in the building.
- No kitchen facilities are available for food service in the Library auditorium. Although light refreshments may be served groups and organizations are responsible for providing their own serving pieces, utensils, cups, plates, napkins, coffee pots, etc.
- No alcoholic beverages may be served at events held in the Library.
- No food or beverage may be served in the lobby or corridor outside the auditorium.
- All trash, including trash resulting from the serving of refreshments, must be removed from the Library by group holding meeting or program.
- Nothing may be attached to the painted walls, furniture, doors or ceiling tiles. Fire code prohibits any open flames, including such things as incense or candles.
- Do Not use any sort of tacks, nails or screws ANYWHERE in the auditorium.
- Use of any appliance, equipment or extension cord not provided by the Library is prohibited unless approved in advance.
- The applicant group is responsible for setting its own safety standards/guidelines in response to COVID-19 or other health concerns. (Revision to policy approved by Library Board of Trustees July 19, 2021).
- Cancellation of scheduled meetings by auditorium users should be made as early as possible. Cancellation may be done by telephone, email, or personal contact. Failure to formally cancel three consecutive, scheduled meetings will result in the individual or group being suspended from using the auditorium for six months.  
(Revised November 20, 2023)

**APPLICATION FOR USE OF THE EUFAULA CARNEGIE LIBRARY AUDITORIUM**

**REQUESTED DATE(S) AND HOURS:** For each date requested give day, date, beginning time and ending time. Include time for room set-up and clean-up.

Meeting Dates:	DAY	DATE	TIME	
			FROM	TO
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**Additional reservation request may be submitted after the third consecutive meeting has been completed.**

**PERSON COMPLETING APPLICATION:**

NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

**ORGANIZATION HOLDING MEETING:**

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

NAME OF CHIEF OFFICER \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NO. \_\_\_\_\_ E-MAIL \_\_\_\_\_

**BRIEF HISTORY OF ORGANIZATION** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_ IS MEETING OPEN TO THE PUBLIC? YES \_\_\_ NO \_\_\_  
 WILL REFRESHMENTS BE SERVED? YES \_\_\_ NO \_\_\_

**BY SIGNING BELOW, I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
SIGNATURE DATE

**USER AGREEMENT CONTRACT**

I, \_\_\_\_\_, hereby enter into this contract with the Eufaula Carnegie Library for the use of the Library Auditorium having fully read and understood all rules and regulations governing the use of the facility and agree that members of my group/organization will adhere to those rules and regulations. I understand that I have reserved the auditorium for date/time \_\_\_\_\_. I understand that my group/organization's reservation is not final until the application is approved by the Library. I further understand that I will be held financially responsible for the following:

- any cost of cleaning if the Library Auditorium is found to be in unsatisfactory condition after use
- any cost due to damage to the facility, furniture or equipment
- any cost of repairing any damage to Library furnishings caused by the use of pens, paints, crayons, dyes, markers or other materials.

I further understand that by signing this contract I and my group/organization agree to hold harmless the Library Board and the City of Eufaula for any accidents or incidents which might occur during use.

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

<b>FOR LIBRARY STAFF USE ONLY</b>	
ORGANIZATION CONTACT _____	PHONE NO. _____
ADDRESS _____	
EUFULA LIBRARY CARD # OR DRIVERS LISCENSE # _____	
APPLICATION APPROVAL _____	_____
SIGNATURE OF DIRECTOR	DATE