**MEETING/STUDY ROOM RESERVATION AGREEMENT**

Name ­­­­­­­­­­­­­­­­­­­­

Organization

Mailing Address

Telephone: Home Work

Title of the Meeting/Event: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Requested:

\_\_\_\_\_\_\_ Meeting Room A -- 150 sq. ft., with tables, chairs, wall-mounted screen, and HDMI cord

\_\_\_\_\_\_\_ Meeting Room B -- 170 sq. ft., with tables, chairs, wall-mounted screen, and HDMI cord

\_\_\_\_\_\_\_ Study Room 1 – 58 sq. ft. with table and 2 chairs

\_\_\_\_\_\_\_ Study Room 2 – 58 sq. ft. with table and 2 chairs

\_\_\_\_\_\_\_ Study Room 3 – 85 sq. ft. with table and 4 chairs. Proctoring takes precedence

\_\_\_\_\_\_\_ Programming Rm. – 398 sq.ft. with tables, chairs, wall-mounted screen, and HDMI cord

 (normally reserved for library-sponsored programs)

Reservation Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When required, please make payment to: Custer County Library

 447 Crook Street

 Custer, SD 57730

Custer County, the Custer County Library, its trustees, agents, and employees assume no liability for any and all harm, loss, or damage of any property of any group, individual, or organization using library facilities, nor any loss occasioned by the subsequent denial of any previously scheduled use of the room. Users further agree to hold Custer County, the Custer County Library, its trustees, agents, and employees harmless from and any and all harm, loss, or damage to the users arising out of use or occupancy of the room.

I have read, understand, and agree to the Custer County Library’s Meeting/Study Rooms Policy as adopted by the Custer County Library Board of Trustees on September 16, 2020.

Signature Date