



# After-Hours Facility Use Agreement\*

## HOMER PUBLIC LIBRARY

500 Hazel Ave, Homer AK, 99603

[www.cityofhomer-ak.gov/library](http://www.cityofhomer-ak.gov/library)

907.235.3180

\*Subject to approval by the Library Director. You should not advertise your event or assume your request has been approved until you receive confirmation from staff and fees are paid.

### EVENT INFORMATION

Name of organization \_\_\_\_\_

Person responsible during event \_\_\_\_\_

Mailing address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Subject or purpose of event \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Requested date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_  
(including set-up) (must be cleaned up by this time)

Library hours are Mon/Wed/Fri/Sat 10:00am–6:00pm and Tues & Thur 10:00am–8:00pm.

### LIBRARY AREA REQUESTED FOR USE

- |   |  |
|---|--|
| <input type="checkbox"/> Conference Meeting Room (\$50/hour)  | <input type="checkbox"/> Entire facility, excluding staff workspace (\$300 Facility Use Fee, plus \$50/hour for staff supervisor, and \$300 deposit) |
| <input type="checkbox"/> Fireplace Reading Lounge (\$50/hour) |  |
| <input type="checkbox"/> Children's Library (\$50/hour)       |  |

### EQUIPMENT NEEDS

#### REFRESHMENT

- Electric tea kettle
- Coffee maker, 12-cup

#### PORTABLE MEDIA EQUIPMENT

- Dell projector only
- Dell projector & library computer
- Slide or 16 mm film projector
- Overhead projector
- Projector screen, 4 feet wide
- Document camera (digital overhead)

#### MEETING ROOM EQUIPMENT

The following equipment may be used only in the Meeting Room, as it is not portable:

- TV (connect to own computer)
- TV & library computer
- TV & DVD/BluRay player
- Conference telephone
- TV & video conference equipment  
(Staff will contact you for setup details)

In addition to tables/chairs, a white board and large projector screen are set up in the Meeting Room.

OFFICE  TENT. ON CAL  APPROVED  CONFIRMED  CALENDAR  DEPOSIT  PAID IN FULL

## GENERAL FACILITY USE GUIDELINES

Complete policy online at [www.cityofhomer-ak.gov/library/library-policies](http://www.cityofhomer-ak.gov/library/library-policies).

- Permission to use Library facilities does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the facility by the Library, staff, Friends of Homer Public Library, or City of Homer. Meetings will not be publicized in a manner that suggests Library sponsorship or affiliation.
- Facility use may be requested only by a Responsible Party over the age of 18. The Responsible Party agrees to ensure that Library policy will be followed and accepts financial responsibility for any charges incurred by the group for damage caused to the building or equipment beyond normal wear.
- The Responsible Party must check in with staff before and after an event. Library staff must be notified in advance of cancelations. Failure to notify Library staff in advance may disqualify the user from future use of the facility.
- **Smoking, drugs, and alcoholic beverages are not allowed in the Library.**
- Users are responsible for complying with all Library rules, for clean-up, and for any damage to the facility, its grounds, or contents.
- The Library does not assume liability for damage to or loss of personal property, or for any personal injury, which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the Library.
- Homer Public Library facilities and ground may not be used for activities deemed inappropriate by the Library Director. Exceptions to the guidelines of this policy may be granted by special permission of the Library Director.
- A small refreshment preparation area with sink is available in the Meeting Room. There are neither cooking facilities nor methods for keeping food heated or cooled. Users are responsible for cleanup and for any damages.
- The Library is not responsible for any damage to users' equipment. Library staff will explain the proper use of Library equipment before it is operated by non-staff users. Library equipment may not be used in the following ways: a) harassment of others, b) violation of Federal or State law, c) unauthorized duplication of protected software or licensing agreements, d) destruction, damage to, or unauthorized alteration of the Library's equipment, e) any unauthorized disclosure, use, and dissemination of any personal identification information regarding minors, f) accessing child pornography. Display of pornographic images in public view in the Library is prohibited and may result in loss of library privileges and possible civil or criminal penalties.
- Videos and films may be used for public programs and in scheduled private meetings but must have public performance rights.
- Spaces in the Library (with the exception of staff work areas) may be used for events and meeting during hours when the Library is not open to the general public on a limited basis by reservation and for a fee. All after-hours events must be approved in advance by the Library Director and supervised by Library staff or other supervisors approved by the Library Director. Scheduling of after-hours events is dependent upon availability of an individual approved to supervise.

**This After-Hours Facility Use Agreement must be approved by the Library Director and all fees must be paid before a reservation is considered confirmed. Payment in full is due with the return of this agreement if confirming within 30 days of the event. Payment in full is due within 30 days of confirming a reservation for any advance booking. The Responsible Party is liable for full rental fees unless a written notice to change or cancel confirmed reservations is received by the library at least 30 days in advance of a confirmed date.**

I understand that a responsible party must provide a valid ID and signature to gain access to the facility. I have read the regulations (available by request or at [www.cityofhomer-ak.gov/library/library-policies](http://www.cityofhomer-ak.gov/library/library-policies)) and I am responsible for observing those regulations while at the Homer Public Library. If approved, I will not publicize my meeting in a manner that suggests Library sponsorship or affiliation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this form in-person at the library, fax to 907.235.3136, or email [circ@cityofhomer-ak.gov](mailto:circ@cityofhomer-ak.gov).

Signature of Library Official \_\_\_\_\_ Date \_\_\_\_\_

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