



El Dorado County Meeting Room Application and Agreement

The primary use of County Meeting rooms is for the conduct of government business. When Meeting Rooms are available they may be used by groups during business hours only. Applicant must be 18 or older and must be present the entire time the organization is using the Meeting Room. The County reserves the right to deny or cancel use of the facility to any group or individual deemed ineligible under the requirements of the EDC Meeting Room Policy.

Group Name: _____

Applicant Name: _____

Address: _____

Phone#: _____ Library Card# (Last four # only):

Group Website: _____

Purpose of Meeting: _____

Number of attendees: _____ If children are attending, number of chaperones: _____

Where shall we direct inquiries about this event/meeting? _____

Library site requested:

- ☐ Cameron Park ☐ El Dorado Hills
☐ Placerville ☐ South Lake Tahoe

Requested Date:

Start time:

End time:

I/we agree to the following:

- ☐ Meeting is open to the public.
- ☐ Meeting is not-for-profit. There will be no charge/no cost to attend/no selling of merchandise/no soliciting for future sales.
- ☐ Meeting serves a Cultural, Civic, Educational, or Community Purpose.
- ☐ Meeting is not a political activity supporting or opposing a candidate or a ballot measure.

Agreement to Hold Harmless:

Permittee agrees to indemnify the County, its officers, agents and employees and hold them harmless from and against all loss, damage, expenses and liability resulting from injury to or death of any person and loss of or damage to property or claims of such injury, death, loss or damage, and arising out of or connected with the use of the permitted facilities by permittee. In addition, permittee waives all claims or causes of action against the County, its officers, agents or employees for damage to or loss of property of any kind or for injury to persons occurring in or upon the permitted facilities arising from any cause other than the negligence or willful misconduct of the County, its officers, agents or upon the permitted facilities arising from any cause other than the negligence or willful misconduct of the County, its officers, agents or employees and to which the permittee or his agent in no way contributed, either actively or passively, causing such damage, loss or injury.

I have read and will abide by the EDC Library Meeting Room Rules and Procedures.

Signature of applicant: _____ Date: _____

El Dorado County Library Meeting Room Rules and Procedures

For and in consideration of the permission herein granted for the use of a County meeting room, the user accepts the following obligations:

- All meetings must be free and open to the public.
- Meetings must be held when County staff is present in the building.
- Staff is not available to supervise, nor help with any non-County activities or meetings.
- Meetings may be booked no more than six months in advance.
- Meeting rooms are booked on a first come, first served basis, and are subject to cancellation if the space is needed for a County use or activity. A library card and identification is required.
- Adequate time must be booked to allow for set up and clean up. Room set up and take down is the responsibility of the group using the facility. Furniture and equipment must be returned to its original position. There will be an actual cost charged for any cleaning required beyond normal daily cleaning as billed to the County.
- Groups may not tack anything to walls or doors, or use any type of adhesive that will mar the wall surface.
- Light refreshments may be served.
- Children's groups must be sponsored and chaperoned by adults (1 adult/15 children).
- At no time may the front doors of the building be propped open.
- Groups must bring and operate their own electronic or other equipment.
- The County is not responsible for theft or damage to property brought into a meeting.
- No smoking inside the facility or within 20 feet of any door, window, or ventilation intake.
- No excessive noise that disturbs regular County activities.
- Upon adequate notice and for adequate reasons, the County reserves the right to revoke permission to use County meeting rooms.

Staff Use Only:

Staff Initials: _____ Application approved: _____ Denied: _____

Notes: