



WASHOE COUNTY LIBRARY SYSTEM  
301 S. Center St.  
Reno, NV 89501

**APPLICATION FOR USE OF LIBRARY FACILITIES**

DATE: _____
STAFF SIGNATURE: _____
BRANCH/PHONE NUMBER: _____
PAID: _____

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

Purpose of organization, if not obvious from name: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

(please print legibly)

NUMBER OF PEOPLE EXPECTED TO USE FACILITY: \_\_\_\_\_

FACILITY REQUESTED:

BRANCH: \_\_\_\_\_

DATE OF ACTIVITY: \_\_\_\_\_

TIME OF ACTIVITY: FROM \_\_\_\_\_ TO \_\_\_\_\_

I AGREE TO ABIDE BY ALL LIBRARY POLICIES, AND ALL APPLICABLE LAWS. LIBRARY POLICIES ARE AVAILABLE ON THE LIBRARY WEBSITE, [www.washoecountylibrary.us](http://www.washoecountylibrary.us)

I ALSO UNDERSTAND THAT IF I HAVE ANY CONCERNS REGARDING THE LIBRARY'S POLICIES, I CAN SPEAK TO THE BRANCH MANAGER OR LIBRARY ADMINISTRATION.

I represent another Washoe County Department using Washoe County Library Facilities.

I represent another Governmental Agency

Signature of contact person representing the organization:

\_\_\_\_\_

**Hold Harmless Agreement**  
**For use of Washoe County Library Facilities**

WHEREAS, the undersigned applicant wishes to use certain facilities and/or equipment at the Washoe County Library as indicated on the accompanying Application for Use of Library Facilities form,

AND

WHEREAS, Washoe County in consideration of the information provided by the applicant on the Application For Use form, and in reliance thereupon, agrees to permit use of such facilities and/or equipment;

NOW THEREFORE, Washoe County hereby grants permission to applicant for use of the Community Room for the declared special event or usage.

APPLICANT/ORGANIZATION \_\_\_\_\_

In consideration of being allowed said use, agrees to keep and hold Washoe County, its officers, agents, servants and employees, harmless from any and all liability, costs, damages, and expenses of any kind claimed by anyone by reason of injury or death to any individual and/or damage to property, including Washoe County's property; arising out of the use of the Community Room/s by applicant and as a proximate result of the conduct or actions of applicant's invited guests, excepting such liability as may be the direct or proximate result of the negligence of Washoe County, its officers, agents, servants, or employees, while acting within the course and scope of their official duties, agency or employment. Applicant hereby agrees that they shall give prompt and timely notice of any claim made or suit instituted coming to Applicant's attention which in any way, directly or indirectly, contingently or otherwise, affects or might affect Washoe County, its officers, agents, servants, or employees

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

# MEETING ROOM POLICY

The community meeting rooms provided by the Washoe County Library System are for library-sponsored programs, for carrying out the mission and goals of the Library System and for use by other governmental agencies.

When a library or other governmental agency is not using these meeting rooms, they are available for use by the public for the presentation and exchange of information and opinions. Personal and social events are prohibited. Fees for each meeting room reservation will be charged according to the Fines, Fees and Charges Policy. Refunds cannot be made for reservations not kept.

The Washoe County Library System is an institution dedicated to free expression of and access to ideas representing all points of view. Accordingly, subject to all applicable laws and library policies, the Library System's meeting rooms are available for the activities of individuals or groups. Permission to use library facilities, in and of itself, does not constitute an endorsement or sponsorship by an individual library, the Library System, the Library Board of Trustees or Washoe County.

1. Meeting rooms may be used any time during the regular business hours of the library. Some library facilities have separate entrances to meeting rooms and can be reserved for meetings that may end after library hours.
2. All programs and meetings must be free and open to the public. Meeting room users, groups and individuals may not charge or solicit fees, dues or donations as a condition of attending any meeting or program.
3. All library-sponsored and Friends of the Library-sponsored meetings/programs take first priority on all meeting room schedules. The library reserves the right to reschedule an existing reservation.
4. Reservations will be on a first-come, first-served basis. Groups may schedule up to 12 meetings per library in a calendar year (January to December). Meeting rooms may be reserved no more than 90 days in advance; exceptions may be made at the discretion of the library manager or designee. If a room is available, groups can book for the same day, without affecting their 12 uses in a calendar year.
5. More than two no shows or cancellations within a twelve-month period may result in the loss of privileges. Reservations will be held for 20 minutes, unless the group has notified the library that it will be late.
6. Groups and individuals using the meeting room may not disrupt the use of the library by others. Persons attending meetings or programs are subject to all applicable library and county policies. Washoe County Library System reserves the right to revoke meeting room privileges when policies or procedures are not followed. Print copies of library policies are available upon request or at our website.
7. Food and non-alcoholic beverages may be served upon the approval of the branch manager or his/her designee. Alcoholic beverages may be served outside of the library's public hours upon the approval of the Library Director or his/her designee.
8. Pursuant to library policy, no child aged nine or under may be left unattended elsewhere in the library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot assume liability for children who are left unattended.
9. Groups must provide proof of adequate liability insurance coverage when any of its meetings or programs has more than 106 attendees. Use of library facilities may be subject to special conditions imposed by the library or by the branch in charge of a meeting room/auditorium facility.
10. Set up and clean up are the responsibility of the group. If either of these is necessary, the program or meeting starting time should be scheduled at least one-half hour after the library opens and meeting ending time should be scheduled at least one-half hour before the library closes, unless the facility allows for after-hours meeting room use. When scheduling, groups or individuals should include the full time they will need access to the room.
11. Activities that create substantial risk of damage to or destruction of library property are prohibited in the library meeting rooms. Meeting rooms must be left in a clean and orderly

**condition. Groups will pay the cost for repair of any damages to facilities or equipment for which the group is responsible. The library will not be responsible for materials or equipment left in the building by groups.**

- 12. All first-time groups using the library meeting rooms and auditoriums must fill out the "Application for Use of Meeting Rooms" form. Rooms may be reserved by telephone, but the completed forms must be turned in to the appropriate library within three days of the booking to confirm the reservation or the reservation will be cancelled. The applications will remain on file, but must be updated yearly, or as needed, to keep information current.**

*Approved: February 15, 2006*

*Revised: June 17, 2009*

## **Washoe County Library System Unattended Children Policy**

The Washoe County Library System welcomes youth of all ages in accordance with the American Library Association's Library Bill of Rights. The library, although a fun and entertaining place to be, is a busy public facility, and public places may present hazards for unsupervised children.

No child aged nine or under may be left unattended in any area of the library. Children nine (9) years of age and younger must be supervised by a caregiver at least thirteen (13) years old who is able to attend to the child's safety and insure appropriate behavior. Exceptions may be made at the discretion of library management.

Neither Washoe County nor the library staff has custodial responsibility for unattended children. Library staff cannot assume liability for children who are left unattended.

If a child nine (9) years or younger is found to be unattended in the library, staff will attempt to find the child's parent/guardian. If the staff cannot locate a parent/guardian, law enforcement officials may be notified.

If any child is left at the library at closing time, the library staff will attempt to reach the parent/guardian. If the parent/guardian cannot be reached, law enforcement officials will be notified.

***APPROVED: June 15, 2005***

Washoe County Library System

## Washoe County Library Meeting Rooms

The following is a grid of meeting room spaces available to the public, and the equipment available in each room. Occupancy rates are strictly enforced by the Fire Marshall, and may be reduced depending on the number of tables and/or chairs that are available in each meeting room. Depending on additional equipment brought into the room, occupancy rates may be reduced to insure the safe evacuation of the public.

	Downtown Reno (775) 327-8300	Sparks (775) 352-3200	Spanish Springs (775) 424-1800	Northwest (775) 787-4100	Sierra View (775) 827-3232	Incline Village (775) 832-4130	South Valleys (775) 851-5190
Meeting Rooms:	1	1	2 (can combine to 1 large)	4 (2 can combine to 1 large)	1	1	3 (2 can combine to 1 large) & lg study room
Fire Marshal Occupancy Limits	106	80	Paiute: 76 Washoe: 49 (Shoshone: 125)	106	101	60	Courtside: 64 lg study 8 Diamond: 42 (Olympic Village: 106)
Public Address System	Yes	No	No	Yes	Yes	No	Yes
TV/VCR/DVD	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Slide Projector	No	Yes	No	No	No	No	Yes
LCD Projector	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Overhead Projector	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Filmstrip Projector	No	Yes	No	No	No	No	No
Coffee Pot	No	Yes	No	Yes	No	Yes	Yes
Easel/Flipchart	No	Yes	Yes	Yes	Yes	Yes	Yes
Chairs	106	98	90	100	101	60	88
Tables	7	15	12	15	14	10	16
White Board	No	Yes	Yes	Yes	Yes (portable)	Yes	Yes
Refreshments Allowed?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Podium	Yes	Yes	No	Yes	Yes	Yes	No
Stage	Yes	Yes	No	No	No	No	No
Grand Piano	Yes	No	No	No	No	No	No
Projector Screen	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Toll restricted phone line	No	No	Yes	Yes	Yes	Yes	Yes
Wi-Fi Access	Yes	Yes	Yes	Yes	Summer '09	Yes	Yes
After Hours	No	No	Yes	No	No	Yes	Yes
Telex personal listening System	No	No	No	No	No	No	No