

POLICY OF THE CITY OF BRANDON, MISSISSIPPI ON USE OF THE LIBRARY MEETING ROOM

The Brandon Library is a facility which has been constructed by the tax revenues of the City of Brandon, Mississippi. These rules are adopted for the purpose of placing reasonable restrictions on the use of this facility which will further this purpose.

USE OF THE ABOVE FACILITIES BY ANY PERSON, PERSONS, GROUPS OR ORGANIZATIONS IS CONDITIONED UPON COMPLIANCE WITH THE FOLLOWING RULES.

1. An application for the use of the Brandon Library Facilities must be made in person at the Brandon City Hall by a responsible member over the age of twenty-one. The Responsible Person must agree to be responsible for any and all damages which may occur to the Brandon Library Facilities as a result of the use of the Brandon Library Facilities by the organization or group named in the request and must agree to release and agree to indemnify and hold harmless the City of Brandon, Mississippi and any its officers, agents, servants, employees and insurers harmless from any and all damages to persons or property occurring during or as a result of the use of the Brandon Library Facilities by the organization or group named in the application. A separate application must be made for each meeting date requested. The Responsible Person may obtain the key to the Brandon Library Facility at the Brandon Police Department no more than fifteen minutes prior to the reserved time of use. The key must be returned immediately upon completion of the use of the Brandon Library Facility to the Brandon Police Department.
2. Rental fee(s), and security deposit must be paid at Brandon City Hall a minimum of 21 days prior to the reservation date. If the facility request is made three weeks or less from the activity date, payment is due in full at this time. Security Deposits must be made separate from the rental fee in order to expedite the return of the deposit should it be warranted. In the event of a cancellation within twenty-one (21) days of the scheduled event, the security deposit will be forfeited unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Aldermen. In the event of a cancellation within ten (10) days of the scheduled event, the security deposit and rental fee will be forfeited unless the cancellation is due to a death, serious illness or other unforeseen hardship and is approved by the Mayor and Board of Aldermen. The following Civic Organizations whose purposes include promoting the common good and general welfare of the City of Brandon may use the library facilities for no fee: Black Rose Theater, Brandon Garden Club, Brandon Historical Society, Brandon Tennis Association Friends of the Brandon Library. Additionally, all Public Schools located in the

City of Brandon may use the City facility for educational purposes for no fee. Following the scheduled event, the security deposit will be refunded upon inspection of the building and a determination having been made that the building has been properly cleaned, that there are no damages to the library facilities or any property of the city. No resident, group or organization may use the library facilities more than once a month. Reservations may not be made more than twelve (12) months in advance.

3. The City will not be responsible for materials or equipment left in the Brandon Library Facilities and all materials and equipment shall be removed immediately upon completion of the use of the Brandon Library Facilities. **THE USERS OF THE FACILITY WILL BE RESPONSIBLE FOR CLEANING THE FACILITY IMMEDIATELY AFTER USE, AND LEAVING THE FACILITY IN THE SAME CONDITION THAT IT WAS FOUND. IF THE USER DOES NOT CLEAN UP AFTERWARDS, THE SECURITY DEPOSIT WILL NOT BE REFUNDED. (See Conference Room and Kitchen Facilities Customer Responsibilities Policy)**

4. Any person or persons causing a disturbance on the premises of the Brandon Library Facilities will be removed from the premises.

5. No property, furniture, equipment, or any other item may be removed or moved from the Brandon Library Facility.

6. No tape, thumbtacks, staples, nails, or other item which may puncture or leave residue may be used in securing items to walls, floors, ceilings, or furniture.

7. No alcoholic beverages are allowed on City property.

8. No smoking or use of tobacco in any form is allowed on City property.

9. The City of Brandon is not responsible for supplying coffee, creamer, sugar or anything else in the form of condiments, equipment or supplies.

10. In all cases where food or beverages are served, a security deposit will be required.