



St. Johns County Public Library System  
Hastings Library  
6195 S. Main St.  
Hastings, FL. 32145  
(904) 827-6970  
(904) 827-6975 - fax  
[www.sjcpls.org](http://www.sjcpls.org)

Dear Meeting Room Applicant:

Welcome to the Hastings Library! We look forward to serving you and hope that we will be able to provide space for your public meeting.

In this packet you will find the following forms and the action requested of each applicant:

Application for Use of Meeting Room	Return
Indemnification and Hold Harmless	Return
Meeting Room Policy	Keep for your records
Meeting Room Regulations	Keep for your records
Meeting Room Checklist	Keep for your records
Insurance Requirements Policy	If applicable, submit required proof of insurance

Please feel free to contact the Desk at the Hastings Library if you need any assistance. Our friendly Staff will address all your meeting room needs. You may fax, mail or drop off this application to the contact information listed above.

We look forward to seeing you at the Hastings Library!

Warmest Regards,

Brad Powell  
Hastings Library Branch Manager

**APPLICATION FOR USE OF MEETING ROOM:**

**RESERVE YEAR: \_\_\_\_\_**

**HASTINGS LIBRARY St. Johns County Public Library System**

**This application is good for the calendar year being reserved, January 1 – December 31, only. \*NOTE: Please be reminded that Library/County sponsored programs and events receive first priority for use of meeting rooms. We will schedule meetings for the next calendar year in September of the current calendar year. At that time you may submit an application and book a room for the next full calendar year.**

Name of Organization: \_\_\_\_\_

Organization is a  non-profit  profit (If profit, see attached Insurance Requirements Policy)

Description of Program: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_

**Return  
this page**

**I have read the policies regarding use of the meeting room, and agree to abide by them.**

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

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Group Size:  1-10  11-75  76-150 Will you be using the kitchen:  yes  no

Do you require the use of any equipment?  no  yes If yes, Specify \_\_\_\_\_

DAY	DATE	TIME	ROOM



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### **Indemnification and Hold Harmless:**

The BUSINESS and/or INDIVIDUAL(**hereinafter referred to as USER**) agrees to indemnify and hold the County and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein. **It is the intention of the USER that the COUNTY and its officers, agents, and employees shall not be liable or in any way responsible for injury damage, liability, loss, or expense due to accidents, mishaps, misconduct, negligence, or injuries either in person, or property, which are caused by the USER, or those individuals the USER brings onto the premises for the event.**

The **USER** expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the COUNTY for all damages to the facilities, **which are caused by the USER, or those individuals the USER brings onto the premises for the event.**

The **USER** represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The **USER** acknowledges that the COUNTY has no duty to and will not provide supervision during the activity.

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Name of Organization

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Print Name of Authorized Agent

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Signature of Authorized Agent

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Date signed

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## **SJCPLS Meeting Room Policy**

St. Johns County Public Library provides use of meeting rooms to the general public. Library facilities are open to programs sponsored or cosponsored by the Library or other organizations engaged in educational, cultural, recreational, charitable or government interest activities which complement or promote the Library's mission and goals. Library/County-Sponsored programs receive first priority for use of the meeting rooms.

All meetings and programs are open to the public. Meeting rooms are not to be used for personal or private profit, advertising or solicitation of business.

No admission fee may be charged nor sales made. However, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director. Library-related fund raising activities are allowed.

Granting permission for use of the meeting rooms does not imply Library endorsement of the aims, policies or activities of any group. The Meeting Room Policy and Meeting Room Procedures will be interpreted and enforced by the Library Director.

### **MEETING ROOM REGULATIONS:**

1. All groups requesting to use meeting rooms must complete and sign the *Application for Use of Meeting Rooms, Indemnification and Hold Harmless Agreement*, and meet all insurance requirements as necessary before a meeting room can be reserved. The person signing the application assumes complete financial responsibility for any abuse of Library Premises or equipment while they are being used by the group.
2. Meetings will generally be scheduled for no more than once per month and no more than one year in advance.
3. The Library reserves the right to cancel a reservation in order to use a meeting room for library or County purposes. Forty-eight hours advance notice will be given if cancellation becomes necessary.
4. Organizations must notify the Library at least forty-eight hours in advance if a reservation is going to be canceled. Failure to notify the Library of cancellation may result in denial of future use of the meeting rooms.
5. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
6. Maximum attendance for programs or meetings in the Library's meeting rooms varies by branch and is determined by the County Fire Marshal.
7. Meetings are to be held during regular library hours and must adjourn in sufficient time to vacate the premises by the scheduled closing time.

8. The Library is not responsible for loss or damage to exhibits, equipment, supplies or other materials brought to the Library by the meeting group.
9. The Library is not responsible for setting up furniture and equipment for groups using the meeting rooms. No equipment, materials or records may be stored in the meeting rooms or in the Library.
10. No smoking is permitted inside of the Library including meeting areas. Alcoholic beverages may only be served upon meeting insurance requirements and by special approval by the County Administrator or other designated authority.
11. Refreshments are not allowed without permission and special arrangement. Groups are responsible for their own supplies.

Effective Date: 8/8/95

Revision Approved by the LAB: 12/9/15

Revision Approved by the BCC: 1/19/16

**MEETING ROOM CHECKLIST:**

Before Departing the Meeting Room, could you please take care of the following items:

\_\_\_Television Off

\_\_\_DVD Player Off

\_\_\_All Refreshments Removed

\_\_\_All Paper Products Removed

If you have used the Kitchen, could you please be sure that:

\_\_\_Sink is Empty

\_\_\_Kitchen is Clean



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## Insurance Requirements Policy:

### For use of County Facilities

Effective January 1, 2006

#### Business/Corporation/For-Profit Organizations

**A.** The BUSINESS hereby states and affirms that insurance coverage required is in place at the time of this Agreement, and will remain so for the term of this rental agreement and that the BUSINESS will not occupy the premises under this Agreement until it has obtained all insurance required under such laws. The BUSINESS agrees to submit documentation of all insurance coverage to the COUNTY or its representatives upon request. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Compliance with the foregoing requirements shall not relieve the BUSINESS of its liability and obligations under this rental agreement.

**B.** The BUSINESS shall maintain during the term of this rental agreement commercial general liability insurance in the amount of one million dollars (\$1,000,000.00) combined single limit to protect the BUSINESS and the COUNTY from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this rental agreement, whether such operations are by the BUSINESS or by anyone directly employed by or contracting with the BUSINESS.

**C.** The BUSINESS shall maintain, during the life of this rental agreement, comprehensive automobile liability insurance in the amount of one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per occurrence combined single limits to protect the BUSINESS from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned, or non-owned automobiles, including rented automobiles whether such operations are by the BUSINESS or by anyone directly or indirectly employed by the BUSINESS.

**D.** The BUSINESS shall maintain, during the life of this rental agreement, adequate Workers Compensation Insurance and Employers Liability Insurance in at least such amounts as are required by law. If the BUSINESS is not required to maintain Workers Compensation Insurance and Employers Liability Insurance under Florida Law, verification noting this exclusion shall be provided to the COUNTY by the BUSINESS insurance carrier.

**E.** All insurance, other than Workers Compensation, to be maintained by the BUSINESS shall specifically include St Johns County as an *Additional Insured*, by *policy endorsement*, except as such coverage is specifically waived in writing by the COUNTY, and a Certificate of Insurance naming St Johns County, Risk Mgt. Dept., 4020 Lewis Speedway, St. Augustine, FL 32084, as *Additional Insured* must be provided to the COUNTY by the BUSINESS insurance carrier.

F. The insurance requirement is deemed contractual, and the COUNTY shall not be deemed responsible to any third party for any failure of insurance coverage.

**Alcohol on County Premises**

Alcohol is only permitted in or on County premises with the written permission of the County Administrator on a completed Application for Permit for Possession and Consumption of Alcoholic Beverage on Public Property in Accordance with Ordinance 99-50 AND with proof of liquor liability insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence which **specifically includes St Johns County as an *Additional insured by policy endorsement***. Liquor liability insurance is required of all applicants.