

# BOOK A ROOM

## MULTIPURPOSE ROOM AGREEMENT

### Multipurpose Room Agreement

The Osceola Library System provides multipurpose rooms for lawful public use. All uses of the multipurpose rooms must be in accordance with applicable local, state, and federal laws.

Multipurpose rooms are available free of charge for reservation by nonprofit or not-for-profit organizations and groups for the purpose of holding meetings or events of a civic, cultural, religious, political, or educational nature. They are not reserved for individual use. The direct sale or promotion of goods and services by for-profit businesses is prohibited in multipurpose rooms.

### Rules for Room Use

- All meetings and events held in multipurpose rooms must be free and open to the public. No fees, charges, dues, or donations may be charged or solicited from those in attendance.
- Meetings and events held in multipurpose rooms must not exceed room capacity.
- Meetings and events held in multipurpose rooms may not disrupt the use of the Library by others. All those attending meetings and events in multipurpose rooms are subject to the Library Code of Conduct.
- The person making arrangements for the reservation of a room must be at least eighteen (18) years of age, will assume full responsibility for the use and condition of the room, and will be held responsible for any costs associated with cleaning or repairing damage done to the room.
- Organizations and groups using multipurpose rooms are responsible for setting up and taking down tables, chairs, and equipment and should make arrangements to set up in advance and tidy the multipurpose rooms at the conclusion of an event or meeting.
- Multipurpose rooms must be left in a neat, clean, and orderly condition after their use or the privilege to use the multipurpose rooms for future events may be revoked.
- Multipurpose rooms must be vacated at least fifteen (15) minutes prior to the Library closing.
- The Library is not responsible for resources, equipment, or personal belongings left in the multipurpose rooms.
- Permission to use a multipurpose room does not constitute an endorsement by the Library or Osceola County. Promotional materials and announcements for meetings and events shall not suggest or imply the endorsement of the Library or Osceola County.

## Scheduling

Requests for the use of a multipurpose room may be made up to (3) months in advance. First priority in scheduling multipurpose rooms will be given to Library activities, including Friends groups, staff meetings, and Library Advisory Board meetings. Second priority will be given to other Osceola County departments. Third priority will be given to non-profit organizations in order of request. The Library Director will make the final determination/decision in the case of any conflict of scheduling.

Organizations and groups are limited to twelve (12) reservations annually. Exceptions may be approved by the Library Director.

While every attempt will be made to accommodate all groups, reservations cannot be guaranteed based on past use and times.

Each room may have restrictions on the number of persons required to reserve the space.

## Hours & Days

Multipurpose rooms are available for reservation only during the hours the Library is open to the public\*. The hours multipurpose rooms are available are:

Monday through Thursday, 9am until 8:30pm

Friday and Saturday, 9am until 5:30pm

Sunday, 12pm until 5:30pm

*\*Please adhere to time frame indicated on reservation by vacating the room at the appropriate time.*

## Meeting Rooms are available at the libraries listed below:

### **Buenaventura Lakes Library**

405 Buenaventura Blvd.

Kissimmee, FL 34743

### **St. Cloud Library**

810 13th Street

St. Cloud, FL 34769

### **Poinciana Library**

101 North Doverplum Ave.

Kissimmee, FL 34758

### **West Osceola Library**

305 Campus Street

Celebration, FL 34747

### **Hart Memorial Library**

211 East Dakin Ave.

Kissimmee, FL 34741

For more information and to reserve a room please visit [osceolalibrary.org/bookaroom](https://osceolalibrary.org/bookaroom).