

South Coastal Library

43 Kent Avenue, Bethany Beach, DE 19930

302-858-5518

Fax: 302-537-9106

**MEETING ROOM USE AGREEMENT & RESERVATION REQUEST**

Name of Organization

Contact person

Address City Zip

Phone Number Email

May patrons call this number for further information? \_\_\_\_\_Yes \_\_\_\_\_No

If not, who may be called? \_\_\_\_ Phone Number

Date(s) of requested use

Expected audience size \_\_\_\_\_\_\_

Meeting Room (circle) **Single Room**  **Both Rooms**

Beginning and ending times of ***meeting room use***

(**Allow adequate time for set-up and returning meeting room to its original configuration –** see diagram)

Audiovisual equipment needed (circle)

Lectern/Microphone DVD/Blu-Ray player Cables for Projector hook up *(not Apple compatible)*

I have received a copy of the *Meeting Room Policy*governing the use of the Meeting Room. I understand that **no food/beverages other than water** are permitted in the meeting room. I understand it is my responsibility to **shut off the projector** after use.

**Due to COVID-19:**

* As a Sussex County government-operated facility, all users must either practice social distancing of 3 feet or wear a mask.
* Meetings are currently being allowed during library’s operational hours to ensure compliance.  The COVID occupancy limit of the meeting room is 15 people per half room, 35 people per full room (includes 6 tables per half room, 12 tables per full room).
* Policy/use violations result in:  First time, written warning.  Second time, barred from room use for a period of one year.

I have read these policies and regulations. On behalf of the organization identified above, I agree that the organization will abide by these regulations. Failure to do so will result in financial responsibility for professional cleaning services and/or preclude future use of the Meeting Room.

Signature Date

For Staff Use Only:

Library Staff initials (when form was received at library) Date Time

Meeting room coordinator signature Date
**claire.cassidy@sussexcountyde.gov**

South Coastal Library/Meeting Room Use Agreement & Reservation Request (10/26/2021)