

PPLCS  
PUBLIC SERVICE POLICIES  
2014

APPROVED AUGUST 26, 2014

## Panhandle Public Library Cooperative System

### Public Service Policies

#### ***Code of Patron Conduct***

Access to PPLCS libraries will not be denied to any individual based on age, sex, education, philosophy, occupation, economic level, or ethnic origin. However, patrons who violate the rights of others or create disorder in a library may be asked to leave. The following Code of Patron Conduct will be available at each library facility in the system.

The following behaviors are **not allowed** in PPLCS libraries:

- Eating or drinking, except in designated areas
- Smoking or use of any tobacco product
- Consuming of alcoholic beverages, use of other intoxicants or illegal drugs
- Carrying a weapon into the library, unless authorized by law (Any patron authorized to carry a weapon must notify library staff that he/she is carrying a weapon into the library.)
- Bringing animals into the library, except those that are certified service animals.
- Talking loudly, making noise, or engaging in other disruptive/destructive behavior
- Interfering with another person's use of the library or with the library personnel's performance of duties
- Cell phones with audible sounds, and talking on cell phones
- Wearing improper clothing (shoes and shirts must be worn at all times.)
- Interfering with patrons' use of the Library through offensive or poor personal hygiene

A verbal warning shall be given to anyone exhibiting these prohibited behaviors. If the behavior continues, the patron will be asked to leave. If a patron fails to do so, local law officials will be contacted.

Library privileges may be limited, suspended or revoked, without warning, for the following reasons:

- Damaging library property
- Stealing library materials
- Threatening, hostile or harassing speech or actions directed towards patrons or personnel
- Viewing pornography on public access computers
- Engaging in other illegal behavior
- Displaying objectionable materials in violation of the Children's Internet Protection Act

PPLCS member libraries encourage all children to use their facilities and services. However, responsibility for children using the libraries rests with the parent, legal custodian or assigned chaperone. The library is not an authorized, licensed child care provider. Library personnel will not be responsible for unattended children. The presence of inappropriately unattended children will be reported to the proper authorities.

## ***Unattended Child Policy***

Panhandle Public Library Cooperative System (PPLCS) (Calhoun, Holmes, Jackson, and Washington Counties) is dedicated to providing a welcome and safe environment for customers of all ages. Sharing this environment with other people requires that everyone follow the Library Code of Patron Conduct established by the PPLCS Board and posted in each library building and on the library website.

PPLCS wants children to use its facilities and services. Children in the library should always be accompanied by a parent, legal custodian or assigned caregiver.

When children are left alone they may become frightened or anxious. If they wander through the building they may encounter hazards such as doors, furniture or electrical equipment. They may also become bored and restless and could disturb the enjoyment and work of others.

The safety of children left alone in a library building is a serious concern of the library staff. ***The responsibility for the safety and behavior of children in the library rests with the parent, legal custodian and caregiver and not with the library personnel.*** Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

The following guidelines will be followed concerning the care and behavior of young library users.

***Children up to age thirteen*** must have a parent, legal custodian or caregiver in the immediate vicinity of and in visual contact with, the child. The assigned caregiver must be a responsible person and must carry emergency contact information. An exception would be children attending a library program without a parent, legal custodian or caregiver in the room. However, the parent, legal custodian or caregiver is expected to immediately join the child at the end of the program.

If a child in this age group is found unattended, library staff will attempt to locate the parent, legal custodian or caregiver in the library and inform him/her of the rules. If the parent, legal custodian or caregiver cannot be found, the police will be called for assistance.

If a child in this age group violates the Library Code of Patron Conduct, the child and the parent, legal custodian or caregiver will be informed of the rules. If inappropriate behavior continues, the family may be asked to leave the library.

***Children age thirteen (13) and older*** may use the library on their own. However, parents are still responsible for the actions and the well-being of their child(ren). Children exhibiting inappropriate behavior may be asked to leave the library. If a child in this age group is not able to leave the library without an adult, he/she should not be in the library alone. This is a particular concern in inclement weather and after dark. All children must have the telephone number of someone who can assist them in an emergency.

***Teenagers*** are treated as adult users. However, they are still legally the responsibility of their parents and must have an emergency contact available.

**Closing time:** Children under the age of 18 who do not have transportation home prior to closing time will be asked for telephone numbers of people who can pick them up at the library. If transportation is not available at closing time staff are instructed to wait 15 minutes after closing time. Then Law Enforcement will be notified and asked to take charge of the abandoned child(ren).

**(Florida Statutes # 39.201 (1)(a))** Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care shall report such knowledge or suspicion to the department in the manner prescribed in subsection (2).

### **Library Card**

All residents of Calhoun, Holmes, Jackson, and Washington counties have free access to any public library in the four-county service area of the Panhandle Public Library Cooperative System.

Library cards are issued by each county system and may be obtained from any public library in the Patrons' home county. Patrons will be asked to fill out a registration form which will be retained by the issuing county for a period of not less than five (5) years. A Patron library card may be used in any of the four (4) PPLCS counties. Patrons must present their library card to check out materials. A replacement card may only be issued in the Patrons' home county. There will be a charge for replacement cards.

Registration will require a driver's license and/or other picture ID (according to county policy). Social Security # shall not be requested as proof of identification. Acceptable proof of residence and a completed, signed application form are required by all PPLCS libraries to obtain a card. Proof of residence is established with a valid Florida driver's license/Florida identification card, with current address, or any of the following:

- Current property tax/bill showing a street address
- Current utility bill showing a street address
- Checkbook with name and address imprint
- Current Medicaid card showing a street address
- Current lease or rental agreement showing a street address
- Federal income tax return showing a street address
- Current Florida motor vehicle registration showing a street address
- Other appropriate identification showing a street address

Adult cards are issued at age 18. At the time of issuance, adults must be asked if they would like to register to vote. (FL Statute # 97.021 (40) & 97.058)

Anyone under age 18, unless legally adjudicated as an adult, must have a parent's or legal custodian signature to be issued a library card.

Non-resident fees are a local county decision.

Counties will honor each other's "blocked" status of patrons.

Check-out periods follow local policies and procedures.

The number of materials allowed to be checked out is subject to local rules.

All patron records are confidential and will not be surrendered or made available except by properly executed court order (FL Statute 257.261), or in accordance with Federal Law.

### ***Circulation***

The PPLCS libraries may have some differences in loan periods, fines or fees.

Fees for damage, lost or overdue materials may be assessed by owning library, and payment for these materials may be made at any PPLCS library. Materials may also be returned to any PPLCS library.

Each county library system retains the right to limit or suspend borrowing/computer privileges due to failure to return overdue materials or when charges are owed for lost/damaged materials. Pursuant to FS 257.261, libraries may turn delinquent accounts over to law enforcement or an agency for collection.

### **Procedure of Transfer of Fines, Fees and Lost or Damaged Book Payments to Other PPLCS Counties**

PPLCS counties will accept patron payments for other PPLCS counties in the form of personal checks or money orders made out to the respective county:

1. The Circulation Clerk will give a receipt to the Patron.
2. The Circulation Clerk will follow the steps to show the bill paid within the Koha Patron Account.
3. The Library Director will mail or deliver the payment to the respective county.

If the patron is unable or unwilling to pay the amount:

1. The Circulation Clerk will advise the patron to go the PPLCS County that owns the material and resolve the issue.
2. The Circulation Clerk will not permit the patron to check out additional materials.
3. The Circulation Clerk will not perform the "over-ride" Koha function.
4. The Circulation Clerk will enter an explanation within the Koha Circulation Notes Field, briefly stating the action.

### ***Internet Access & Use Policy***

**This policy applies to all library equipment and facilities as appropriate.**

### **Mission Statement**

The mission of PPLCS Collection Development and Management Policy is to maintain a well-balanced and broad collection of materials in a variety of formats, including internet access, which will meet the informational, cultural, educational and recreational needs of all residents of its service area. PPLCS supports the democratic process and the free expression of ideas through the selection of materials that provide a variety of viewpoints on numerous topics.

PPLCS and its member libraries subscribe to the principles set forth in the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement. The Board adopted those documents in 1995. PPLCS also endorses the American Library Association's "Access to Electronic Information, Services, and Networks," an interpretation of the Library Bill of Rights as it applies to the Internet. In accordance with Florida Statutes, Chapters 847.011(1), 847.012 and 847.0133(1), displaying obscene materials to minors or printing such materials is a violation of the law.

### **Disclaimer Statement**

PPLCS and its member libraries have no control over the information accessed through the Internet and cannot be held responsible for its content. The library provides filtering to meet the Children's Internet Protection Act (CIPA) requirements. Patrons use the Internet at their own discretion and are responsible for their choices. Parents and guardians of minor children are responsible for their children's use of the Internet through the library connection.

Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed; therefore, all transactions, files and communications are vulnerable to unauthorized access.

The system is for the use of authorized users only as defined by individual counties. Computer use may be monitored by library staff. Anyone using this system expressly consents to such monitoring, and is advised that if such monitoring reveals evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. Transaction logs and any other information that may identify specific data, files, programs, or other electronic materials that a user has consulted are considered by PPLCS to be confidential under the terms of PPLCS' confidentiality policy.

### **Acceptable Use**

- Users shall sign Acceptable Use Agreements as part of the card application procedure.
- Internet computers may only be used for legal purposes.
- The Internet computer equipment and software must be used as installed. Users are not permitted to delete, add to, or modify the installed hardware or software, or to damage or alter the configuration of the equipment or software used to access the Internet. Downloading to the hard drive is prohibited. Downloading to a portable storage device is optional according to local library policy.
- Users must comply with all copyright and licensing laws.

- PPLCS and its member libraries shall have no liability for direct, indirect, or consequential damages related to the use of information accessed through the Internet service.

### ***Unacceptable Use***

Unacceptable uses include but are not limited to

- Viewing materials on the Internet that would be considered obscene by local community standards.
- Violating of copyright or software licenses while using the Internet.
- Committing any offense listed in **Florida Statutes ch. 815 (Computer Crimes)**.
  - Using the library's computers to make unauthorized entry or attempts to enter into the PPLCS network or any other computers or networks.
  - Disrupting or interfering with other computers or networks, users, services, or equipment.
  - Attempting to modify or gain access to files, passwords, accounts, or data belonging to the library or other users.
  - Deliberate propagation of computer worms or viruses.
- Using personal software.
- Using Internet access to transmit obscene, threatening or harassing materials, or unsolicited e-mail, i.e. SPAM.
- Unauthorized use of protocols.
- Committing illegal or unethical activities on the Internet.
- Misrepresenting oneself on the Internet.
- Using non-educational or unauthorized chat rooms.

### ***Children's Access***

Member libraries may set limits or adopt appropriate restrictions in accordance with local community standards and dependent on local conditions. PPLCS recommends that member counties also include the following guidelines and procedures in addition to the Acceptable Use Policy:

**“PPLCS libraries will comply with the Children’s Internet Protection Act (CIPA) by providing ‘Technology Protection Measures’ (TPMs) on each computer used to access the Internet. Such measures will provide protection against access to visual depictions that are (1) obscene, (2) contain child pornography, or (3) are harmful to minors. TPMs will be disabled by library staff when requested by an adult.”**

Use of the Internet by children is a parental decision and responsibility. Member libraries may require written parental permission for minors to use the Internet. Member libraries may require a parent/caregiver to accompany their child who is using the Internet.

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. The Library affirms and acknowledges the rights and responsibilities of parents/caregivers to monitor and determine their children’s access to

library materials and resources, including those available through the Internet. The library, however, has taken certain measures designed to assist in the safe and effective use of these resources by all minors. To address the issue of access by minors to inappropriate material on the Internet, including materials that are harmful to minors, the library will:

- Provide web page links to sites that are professionally recognized as appropriate for children and teens.
- Develop and provide training and distribute information on safe and effective Internet use.
- Encourage staff to guide minors away from materials that may be inappropriate.

To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, the Library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Avoid the unauthorized disclosure, use and dissemination of personal identification information.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or troublesome in any way.
- Report any inappropriate incident to the library staff.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children if they become aware of the transmission of child pornography.
- Remember that people may not be who they say they are.

### ***Member Library Controls***

- May limit use of the Internet to cardholders.
- May require use of sign-up sheets.
- May set a limit on printing from the Internet.
- May set time limits on use of the Internet.
- May prohibit up-loading/downloading without staff technical support.

PPLCS will revise the Internet Access and Use Policy as necessary.



## **Confidentiality**

Panhandle Public Library Cooperative System and its member libraries are committed to protecting the privacy and confidentiality of customers at our library locations and on our website. Terms used in this policy statement include:

- **Privacy** is the patron's right to seek information through library resources without having the subject of their interest known or examined by others.
- **Confidentiality** exists when the library possesses personally identifiable information about patrons and keeps that information private on their behalf.
- **Personally identifiable information** is information like name, library card number, e-mail or mailing address, telephone number, or any financial information relating to accounts that the patron may provide.

To make informed choices, patrons have the right to know when any library transaction creates a record of personally identifiable information and how such information is used and its confidentiality protected.

## **Relevant Laws**

- **United States of America (USA) Patriot Act (Public Law # 107-56):**  
Although the library makes every effort to protect patrons privacy through compliance with state law and through local practice, under the federal USA Patriot Act and through the Department of Homeland Security, records of patrons library activities (including borrowed materials and computer usage) may be obtained by federal agents. That federal law prohibits library staff from informing anyone if federal agents have obtained patron records. Additional information is available from the American Library Association webpage "**The USA Patriot Act in the Library.**"
- **Confidentiality of Registration and Circulation Records — Florida Statutes Section 257.261:**
  1. All registration and circulation records of every public library, except statistical reports of registration and circulation, are confidential and exempt from the provisions of s. 119.07(1) and from s. 24(a) of Art. I of the State Constitution.
  2. As used in this section, the term "registration records" includes any information that a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information that identifies the patrons who borrow particular books and other materials.
  3. (a) Except in accordance with a proper judicial order, a person may not make known in any manner any information contained in records made confidential and exempt by this section, except as otherwise provided in this section.  
(b) A library or any business operating jointly with the library may, only for the purpose of collecting fines or recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the library, disclose information made confidential and exempt by this section to the following:
    - i. The library patron named in the records;
    - ii. In the case of a library patron less than 16 years of age, the parent or guardian of that patron named in the records;
    - iii. Any entity that collects fines on behalf of a library, unless the patron is less than

- 16 years of age, in which case only information identifying the patron's parent or guardian may be released;
- iv. Municipal or county law enforcement officials, unless the patron is 16 years of age, in which case only information identifying the patron's parent or guardian may be released; or
  - v. Judicial officials.
4. Any person who violates this section commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

### ***Legal Protections and Exceptions***

Privacy of library registration and circulation records is protected under **Florida Statutes Section 257.261**. This information is used when a patron chooses to request or borrow materials or services, or to authenticate eligibility for access to library public access computers. Only authorized staff may see personally identifiable information stored in the library's files and computer systems.

Some personally identifiable information may not remain confidential if fines, charges, or fee transactions must be forwarded to an agency for collection, or if the Library is processing a request for items or services from another library or provider.

The library does not give, share, sell or transfer any personally identifiable information to third parties except with the patrons specific consent, to conduct Library business, or *unless required to do so by law*. (See **USA Patriot Act**, above.)

### ***Customer Information Collected***

When a patron chooses to provide personally identifiable information to the library in order to conduct a library transaction, the library collects only the minimum amount of personal information required to process the request. Elements of this information, with the personal links removed, may be used to develop internal statistical reports.

Examples of personally identifiable information which may be required to process a library transaction include:

- Name
- Mailing address
- Telephone number
- Birth date
- Library card number
- Email address (optional)
- Driver's License Number (optional)

### ***Programming***

The Panhandle Public Library Cooperative System (PPLCS), consisting of Calhoun, Holmes, Jackson and Washington County Public Libraries, provides programming consistent with the mission of PPLCS: ***to provide the people access to library materials and programs to assist them in meeting their recreational, informational and life-long learning needs***. PPLCS supports programming, materials and

exhibits of interest to its service area that are designed to promote library usage. Programs are planned at times and sites to increase library usage for diverse populations served by the libraries. PPLCS encourages public programs that use innovative formats and are non-partisan, open to differing points of view, open to the general public, engage the interest of the audience and are made available without public charge.

### ***Exam Proctoring***

The Library provides proctoring services for written tests and examinations. All proctoring must be scheduled in advance at the desired facility. Proctoring is scheduled as staff and space are available. The Library may charge fees for this service.

The Libraries of PPLCS can:

- Receive tests for students, provide staff to set up the exam situation, and sign the appropriate paperwork. Examinations should be sent to the library in a sealed envelope.
- Make student aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted, etc.)
- Send the completed examination back to the institution. (Postage or shipping must be prepaid by the institution or by the student.)
- Provide a quiet place for test taking.
- Provide computer time on an internet computer. Computers are not in private areas. Internet reservations must be made in advance as well as extensions of time on an individual computer for the purposes of test taking.
- But are not required to accept the receipt of examinations via email. The library may receive passwords or logins to access electronic examinations.

The Library cannot:

- Provide a locked or secure place for the test.
- Provide one-on-one monitoring of test taking.
- Provide proctoring for large groups of students.
- Mail the completed exam at times other than the regular library or next day mailing.
- Fax completed exams or pay for return postage.

The student will:

- Contact the library at least one (1) week in advance of the date this service is needed.
- Call the library to verify receipt of the examination and make arrangements for scheduling.
- Allow sufficient time to take the examination before the deadline that has been established by the institution or association. The library will hold tests for sixty days or the test's stated deadline. If the student does not pick up the test by that time, the test will be returned to the institution or association.
- Come prepared with the necessary or required supplies to take the examination.
- Provide postage in the event that the institution has not enclosed a return, postpaid envelope.
- Allow sufficient return time for the normal library mailing.

## ***Meeting Room***

All library sponsored meetings must be free and open to the public. Policies for each member library are contained in the following pages.

## Calhoun County Public Library Buildings Meeting Rooms Public Usage Policies

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The Branch Managers or Front Desk Staff coordinates usage of library spaces by the public. The following rules are to protect the facility, furniture, walls, equipment and grounds. When you reserve the room you are agreeing to abide by these regulations. You are responsible for all clean-up and damage costs. Rooms may not be booked in advance of 2 months or for more than 3 consecutive months. Inclement weather, such as hurricanes, or other unusual circumstances may dictate cancellation without notice. Groups are responsible for liability insurance to cover participants, materials, equipment, vehicles used and safety in building, parking lots, and grounds. Please Initial that you understand will abide by these contract agreements

You or your organization is requested to make a \$25.00 donation for use of the room.	
You assume liability for all participants safety, building, furniture, equipment damages	
You agree to no liability to the Public Library/ Staff, County Government/staff for any and all situations including accidents, misconduct, or other negative happenings during your building usage.	
Kitchen, appliances, tables, chairs wiped clean; spills wiped off floor, floor swept	
No food left in the room, in the refrigerator, or in the trash cans	
No caustic materials used in the building or on the grounds	
No spray paints or other aerosols used in the building	
Tables and floors must be covered if craft materials used	
Paint brushes or other craft tools must be cleaned out side and not in interior library sinks	
Tables and chairs and other furniture must be put back in the same order they were found	
No adhesive tape, tacks, or other materials may be used on the walls, floors, ceilings, doors ,or furniture	
All trash must be emptied from inside the building and put in the large dumpster outside the building	
No smoking, alcohol or illegal drugs are permitted inside the building or on the grounds	
Keys must be checked out prior to building usage and promptly returned	
Keys may only be checked out to the person signing this contract.	

### RESERVED FOR THE FOLLOWING DAYS AND HOURS

Date(s)	Hours	Amount Donated	Receipt Given	Staff Initials

Signatures Required

(Print Name) \_\_\_\_\_ Signature \_\_\_\_\_  
 Organization \_\_\_\_\_ Phone \_\_\_\_\_

*Effective September 2013*

**Holmes County Public Library  
303 N J Harvey Etheridge St.  
Bonifay, Florida 32425  
850-547-3573  
Meeting Room Policies**

The meeting room at the Holmes County Public Library is available in accordance with the following guidelines. The organization must appoint a responsible adult to complete the application below.

1. Library programs or library sponsored functions have priority in all scheduling of the room.
2. No fees, dues or donations may be charged or solicited by the user at any program.
3. The group may request, in writing, the use of audio-visual equipment when it requests the room and any costs of damage to the equipment or to the room must be borne by group.
4. A \$20.00 deposit/fee per use is required of nonprofit organizations for use of the facility. This amount may be carried over for each use unless the building has been damaged, left unclean or otherwise fails to meet the regulations approved by the Advisory Board. Should this occur that \$20.00 is forfeited.
5. A \$50.00 deposit/fee per use is required by other organizations/groups requesting the meeting room. All requirements and restrictions apply.
6. Groups are responsible for providing a thorough clean-up, turning off of lights and securing the facility before leaving.
7. If children are present, a responsible adult must be with them at all times. The library equipment and property are not to be tampered with by the children.
8. Please notify the Library Director or library personnel if refreshments are being served at your meeting.
9. Groups must adhere to the general library policies including those of patron behavior.

**THESE CHANGES ARE NECESSITATED BY RISING COSTS OF UTILITIES AND CLEANING EXPENSES.**

Name of Organization: \_\_\_\_\_  
 Responsible adult appointed by the organization: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
 Time the event will begin \_\_\_\_\_ AM/PM. Time the event will end \_\_\_\_\_ AM/PM.  
 Purpose of the meeting: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

On behalf of the organization, I agree to these terms and will follow the policy as it is stated above.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved and recorded by: \_\_\_\_\_ Date, \_\_\_\_\_  
Library Director or Personnel

## **The Jackson County Public Library Meeting Room Policy**

The Jackson County Public Library meeting room is available for informational meetings held for and by public organizations subject to the following conditions:

1. The scheduled meeting is conducted by a nonprofit organization and is free and open to anyone who wishes to attend the scheduled meeting. The maximum allowed capacity of the meeting room is 40 people.
2. The meeting room is not available for parties, receptions, and/or recitals.
3. Food or drinks may not be served in the meeting room except for water.
4. The library staff is not responsible for room set up. The organization using the room is responsible for returning the room to its original configuration.
5. Library sponsored programs or functions have priority in scheduling and use of the meeting room.
6. The room is available from 10 AM until 5:45 PM Monday, Wednesday, Thursday, and Friday. It is available on Tuesdays from 10 AM until 7:45 PM. It is available on Saturdays from 10 AM until 4:45 PM. All meetings must end at these times and the room must be returned to its original configuration prior to the library's closing time. No meetings may extend beyond the library's closing time.
7. No fees, dues, or donations may be solicited or collected at the time of meeting room use. In the case of educational classes, any associated costs may not be collected within the library and library staff may not be recruited for such fees or collection activities.
8. The room is reserved on a "first come, first served" basis. Cancellation of meeting room reservations must be given at least 24 hours in advance.
9. Prospective users must complete an application at least a week prior to the requested date. Submission of an application does not constitute or guarantee a meeting room reservation.
10. Requests for audio-visual equipment must be indicated on the application and such equipment is not guaranteed to be available. Damages to equipment or the room will be borne by the person signing the reservation application.
11. Groups are responsible for cleaning up the room prior to leaving the facility. Failure to do so could result in denial of meeting room use in the future.
12. Groups and meeting attendees must adhere to all library policies and procedures including those regarding patron behavior.
13. No meeting shall be advertised identifying the library as a location until confirmation of approval for use has been made.
14. The completed meeting room application will be either approved or refused within 48 hours of application submission.

Washington County Library  
1444 Jackson Avenue  
Chipley, Florida 32428  
850-638-1314

MEETING ROOM POLICIES

The meeting room at the Washington County Public Library – Chipley is available to nonprofit organizations. The organization must appoint a responsible adult to complete the application below.

A \$25.00 refundable deposit must be made to cover the cleaning and damages that may occur. Any cost for cleaning or damage that exceeds the \$25.00 deposit will be charged to the organization. If no cleaning is necessary and no damage has occurred, the deposit will be refunded.

- 1. No fund raising or charges will be attached to the use of the room by the organization without prior consent from the Library Director.
- 2. No commercial activities may occur in this facility, with the exception of library fund raisers.
- 3. This is a **DRUG-FREE** facility. Smoking or alcoholic beverages are **NOT PERMITTED**.
- 4. Please turn off the lights when you leave.

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

Responsible adult appointed by the organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date requested to reserve the meeting room: \_\_\_\_\_

Time the event will begin \_\_\_\_\_AM/PM. Time the event will end \_\_\_\_\_AM/PM

Purpose of the meeting: \_\_\_\_\_

\_\_\_\_\_

On behalf of the organization, I agree to these terms and will follow the policy as it is stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved and recorded by: \_\_\_\_\_ (library personnel)

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

Deposit Paid: \_\_\_\_\_

Check # \_\_\_\_\_

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