

After Hours Use

1. Library facilities may be used for private events after regularly scheduled library hours for a fee.
2. Financial cost of the use of the library after regular library hours will be paid by the user unless in the Library Board's judgment, special circumstances dictate otherwise. The costs include but are not limited to the following:
 - a. Rental fees
 - b. Service costs
 - c. Equipment
 - d. Custodial personnel
 - e. Security
 - f. Administrative personnel
3. Application and approval for after hours private use must be obtained through the Library Director or his or her designee.
4. Whenever a library is used after hours by another agency or private individual, a library employee must be on site.
5. Activities that allow the serving of alcoholic beverages may not take place during regular library hours and require the approval of the Library Director or his or her designee.
6. All users of library facilities will be required to sign a Hold Harmless Agreement when using library property.

Hold Harmless Agreement

The user/use permit holder agrees to hold harmless the Muscogee County Library Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of said premises and to defend at users/use permit holder's expense, any legal action that may be brought against the Muscogee County Library Board, the Muscogee County Board of Education, the Muscogee County School District or its agents, officers, board members, or employees for personal injury and/or property damage during the period of use.

Alcoholic Beverage Agreement

I understand that the serving of alcoholic beverages requires the prior written approval of the Library Director and is allowed only after regular library hours.

Signature

Date

**CHATTAHOOCHEE VALLEY LIBRARIES
MEETING ROOM FEES**

<i>Location</i>	<i>Seating Capacity</i>	<i>Fee per Hour</i>
Columbus Public Library		
Auditorium	120	\$ 200.00
CB&T-Synovus Meeting Room	100	\$ 200.00
Rotunda/Grand Staircase/Auditorium		\$ 450.00
Multimedia Room	12	\$ 100.00
Barbara & David Rothschild Computer Lab	10	\$ 100.00
North Columbus Public Library		
Large Meeting Room	55	\$ 100.00
Small Meeting Room	10	\$ 75.00
South Columbus Public Library Meeting Room		
	50	\$ 100.00
Mildred L. Terry Branch Library		
Alpha Kappa Alpha Meeting Room	90	\$150.00
Friends of the Library Meeting Room	16	\$100.00
Walker Meeting Room	6	\$100.00
Historical Meeting Room	4	\$50.00
Cusseta-Chattahoochee Public Library Meeting Room		
	40	\$ 100.00
Marion County Public Library Meeting Room		
	40	\$ 100.00
Parks Memorial Public Library Meeting Room		
	40	\$ 100.00
Lumpkin Public Library Meeting Room		
	60	\$ 100.00