



Jackson County Public Library Meeting Room Application

Before filling out application, please read the attached Meeting Room Policy.

APPLICANT INFORMATION

Date: _____

Name of Group/Organization: _____

Address: _____ City/State/ZIP: _____

Telephone Number(s): _____ Website (if applicable) _____

Fax Number: _____ Email Address: _____

Name of Representative Making the Request: _____

Telephone Number(s): _____ Email Address: _____

Is the organization a 501(c)(3) organization? Yes No

EVENT INFORMATION

Title of Meeting/Event: _____

Purpose & Description of Meeting/Event: _____

Date of meeting/event: _____ Time of meeting/event: _____

Expected Attendance: _____ Audiovisual Equipment Requested: _____

****** Please attach to this application a copy of your government-issued photo ID. ******

I, as an individual or a representative of a group or organization, accept responsibility for any damage or loss of library equipment incurred to the Library as a result of the use of the library meeting room. By signing below, I am attesting that I have read the Library's meeting room policy and agree to abide by all terms and conditions stated therein.

Signature: _____ Date: _____

For Library Use Only

Received by (library staff member): _____ Date Received: _____

Library Director's Comments: _____

Signature of Library Director: _____ Date Approved: _____



BOARD of COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.gov

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

COVID-19 WAIVER OF LIABILITY AND INDEMNIFICATION

1. I agree that I am personally responsible for my safety and actions while at the Jackson County Public Library located in Jackson County, FL. I agree to comply with all Jackson County Board of Commissioners' policies and rules, including but not limited to all County policies, guidelines, signage, and instructions. Because the **Jackson County Public Library** is open for use by other individuals, I recognize that I am at higher risk of contracting COVID-19. With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue Jackson County, its board members, officers, agents, servants, independent contractors, affiliates, employees, successors, and assigns (collectively the "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me related to COVID-19 whether caused by the negligence of the Released Parties, any third-party while at the **Jackson County Public Library**, or otherwise, while participating in any activity while in, on, or around the **Jackson County Public Library** and/or while using any Jackson County facilities, equipment, or materials.
2. I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including, without limitation, attorney's fees, and costs during negotiation, through litigation, and any and all appeals there from) arising directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to my use of the Jackson County facilities, tools, equipment, or materials, whether caused by the negligence of the Released Parties or otherwise specifically related to COVID-19.
3. I declare, certify, and affirm, under penalty of perjury, that I have not had any of the following COVID-19 symptoms as outlined by the Center for Disease Control within seven (7) days of the date indicated below by my signature: shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell. If I develop any of the aforementioned symptoms in the future, I will not attempt to utilize the **Jackson County Public Library**. I further declare, certify, and affirm that neither I nor any member of my immediate family have been advised by health officials to self-quarantine

Commissioners

Dr. Willie E. Spires
District 1

Clint Pate
District 2

Chuck Lockey
District 3

Eric Hill
District 4

Jim Peacock
District 5



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4. By signing below I acknowledge and represent that I have read the foregoing Covid-19 Waiver of Liability and Indemnification (“Waiver”), understand it and sign it voluntarily as my own free act and deed, I am sufficiently informed about the risks involved in utilizing the aforementioned facility to decide whether to sign this document; no oral representations, statements, or inducements apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by the same. I agree that this Wavier shall be governed by and construed in accordance with Florida law, and that if any of the provisions hereof are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of this Waiver as a whole.

Responsible Party:

Sign: _____ Sign: _____
Print: _____ Print: _____
Date: _____ Date: _____

County Representative:

Sign: _____
Print: _____
Date: _____

Commissioners

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District 1

Clint Pate
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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 (preferably with 501c3 status) 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, and a library staff member will provide notification of the decision.