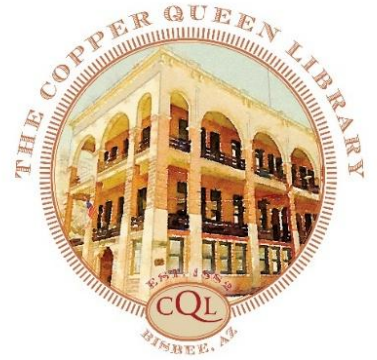


Copper Queen Library

6 Main Street | PO BOX 1857 | Bisbee, AZ 85603
520-432-4232 | www.copperqueenlibrary.com



VIRTUAL MEETING SPACE POLICY

The Copper Queen Library offers a virtual meeting space for use by community groups and individuals that wish to conduct one-time or infrequent virtual meetings, including work phone or conference calls and tele-health appointments.

The space includes a computer, headphones, camera, microphone, and WIFI for patrons to connect their own laptop. Individuals using audio-visual equipment are responsible for it. Library staff will examine all equipment prior to and after each event to ensure that it is in working order. If it is not in working order when returned, individuals will be charged for necessary repairs.

Please note, submitting the Virtual Meeting Space Use Policy does not guarantee a reservation. Library staff will check room availability and contact you to schedule or reschedule your reservation.

All individuals wishing to use the library facility must abide by the following regulations:

1. No meeting will be allowed if there is any commercial intent or solicitation for profit or sales from individual.
2. Arrangements must be made with Library Staff.
3. Virtual Meetings must take place during the Library's regularly scheduled hours.
4. Reservations for the room must be made at least one week prior to the meeting.
5. Any personal equipment, supplies, or materials left in the room will be the responsibility of the individual reserving the room. The Library assumes no responsibility for any loss or damage to personal property.
6. The Virtual Meeting Space should be left in the same condition it was found.
7. ALL meeting room participants MUST follow all of the Copper Queen Library's policies, including the Library's Patron Behavior Policy.

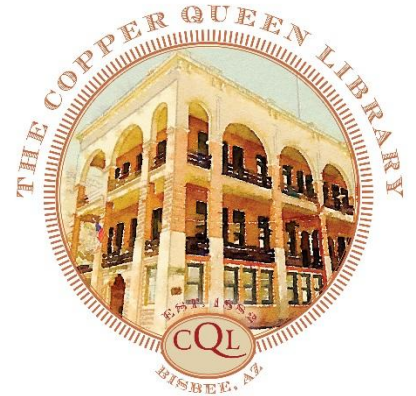
Responsible party must sign this Virtual Meeting Space Policy indicating it has been read and understood

Signature of Responsible Party:

Date:

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MEETING ROOM USE WAIVER & RELEASE

You, as guest presenter, teacher or group leader, as applicable, agree that if you engage in any activity, or any physical exercise or recreation, or otherwise use the City of Bisbee's Copper Queen Library (the "City") facilities (the "Premises"), you do so at your own risk. This includes, without limitation, your use of equipment or the Premises, and your participation in any activity, class, program, or instruction made available by the City of Bisbee's Copper Queen Library, now or in the future. You agree that you are voluntarily participating in these activities and voluntarily using the facility and equipment. You further agree that you are assuming all risk of injury, or your contraction of any illness or medical condition that might result there from, or any damage, loss or theft of any personal property.

You hereby release and discharge (on behalf of yourself and your personal representatives, heirs, executors, administrators, agent, and assigns), the City (and its affiliates, employees, agents, representatives, successors and assigns) and agree to indemnify and hold the City harmless, from any and all claims or causes of action arising out of the City's negligence. This Waiver and Release of all liability includes, without limitation, injuries which may occur as the result of (a) your participation in any program, (b) your use of any equipment which may malfunction or break, (c) the City's improper maintenance of any equipment, (d) the City's negligent instruction or supervision, and (e) you slipping and falling while on the Premises or surrounding premises. You acknowledge that you, your legal representative and/or your parent or guardian have carefully read the Waiver and Release and fully understand that it is a release of all liability.

Date _____

Printed Name

Signature

Email Address

Phone Number

Reservation Purpose

Reservation Date / Reservation Time