



St. Johns County Public Library System
Ponte Vedra Beach Branch Library
101 Library Blvd.
Ponte Vedra Beach, FL 32082
(904) 827-6950
(904) 827-6955 (fax)
Branch e-mail: sjcnerf@neflin.org
www.sjcpls.org

Dear Meeting Room Applicant:

Welcome to the Ponte Vedra Beach Branch Library! We look forward to serving you and hope that we will be able to provide space for your public meeting.

2023 meeting room applications will not be accepted before Tuesday, November 1 at 10 am. Tuesday, November 1 at 10 am is the opening date and time for submitting 2023 meeting room reservations in person, by fax, or via e-mail.

Starting in 2023, all meeting room groups are limited to ONE reservation a month due to increasing demand for our popular meeting room spaces.

As there are several updates to this meeting room application for 2023, please read it over carefully before submitting the application to our library branch. Incomplete applications (i.e. – the Certificate of Liability Insurance is required for all for-profit organizations, missing signatures, etc.) will not be processed until the application is complete.

All applicable forms must be completed and returned before a room reservation can be made. You may fax, e-mail, or drop off this application using the contact information listed above. Please contact us with any questions you may have.

For your reference, our operating hours are:

M, Tu, & W	10:00am – 8:00pm
Th & Fr	10:00am – 6:00pm
Sat	10:00am—5:00pm
Sun	Closed

Warmest Regards,

Anne Crawford, Assistant Branch Manager and Adult Services Librarian
Ponte Vedra Beach Branch Library

Updated October 2022

APPLICATION FOR USE OF MEETING ROOM

RESERVE YEAR: 2023

PONTE VEDRA BEACH BRANCH LIBRARY, St. Johns County Public Library System

1. Library/County sponsored programs and events receive first priority for use of meeting rooms.
2. All meetings and programs are open to the public. No admission fee may be charged nor sales made.
3. Meeting rooms are not to be used for personal or private profit, advertising or solicitation of business.

By signing I acknowledge I have read and understand statements above: _____

Name of Organization: _____

Organization is a: not-for-profit; no insurance required

for-profit; **Proper proof of insurance is required prior to reservation confirmation.
See attached Insurance Requirements Policy.**

Description of Program: _____

Contact Person (please print): _____

Address: _____
Street City, State, Zip

Telephone: _____ E-mail: _____

Room Request: Glass Room (1-11 attendees) or FOL - Friends of the Library Room (1-130 attendees)

Access to Kitchen? yes no Do you need A/V equipment? no yes (see "A/V Equipment Request form," pg. 6)

I have read the policies regarding use of the meeting room and agree to abide by them.

Signature _____ Date: _____

Received by: _____ Date: _____

All groups are now allowed ONE reservation per month due to increasing demand for our meeting rooms.

Your start and end times for your events is based on how much time it will take to set-up and break-down. Start times for events should not begin at 10:00 am if there is any set-up required nor should end times for events occur at 15 minutes before closing if any clean-up is required. Groups may not enter the library before opening nor stay in the meeting rooms after 15 minutes before closing. Please plan accordingly. This requirement applies to all groups.

DAY OF WEEK	DATE	TIME (Include Set-up & Break-Down time)			ROOM
		FROM:	TO:	START TIME OF EVENT	



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Indemnification and Hold Harmless:

Only St. Johns County Department employees can skip this form

The BUSINESS and/or INDIVIDUAL(hereinafter referred to as USER) agrees to indemnify and hold the County and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the use of the facilities described herein. **It is the intention of the USER that the COUNTY and its officers, agents, and employees shall not be liable or in any way responsible for injury damage, liability, loss, or expense due to accidents, mishaps, misconduct, negligence, or injuries either in person, or property, which are caused by the USER, or those individuals the USER brings onto the premises for the event.**

The USER expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement, and agrees to pay the COUNTY for all damages to the facilities, **which are caused by the USER, or those individuals the USER brings onto the premises for the event.**

The USER represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The USER acknowledges that the COUNTY has no duty to and will not provide supervision during the activity.

Name of Organization

Print Name of Authorized Agent

Signature of Authorized Agent

Date signed

Witness

Cancellation Agreement:

Library/County-Sponsored programs receive first priority for use of the meeting rooms.

The Library reserves the right to cancel a reservation in order to use a meeting room for Library or County purposes.

Name of Organization: _____

Contact Person: _____

Signature: _____ Date: _____

A/V Equipment Request

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Note: It is the responsibility of the group requesting the A/V equipment to be able to use it with minimal library staff assistance. If needed, please contact the library before your meeting to try out our A/V equipment.

Glass Room	
Included:	<ul style="list-style-type: none"> • Wall-mounted TV with HDMI and VGA connection capability. • Blu-Ray/DVD player.
On Request:	<ul style="list-style-type: none"> • Windows-based Laptop to connect to TV for use of PowerPoint Presentations, Internet, etc. • Extension Phone.
FOL Community Room	
Included:	<ul style="list-style-type: none"> • Podium
On Request:	<ul style="list-style-type: none"> • Smartboard (includes wireless mouse and keyboard, Internet-connected) • Wireless microphones (up to 4) and/or Lapel microphones (up to 2). • Projector & Screen (HDMI wireless connection to your PC laptop or library-loaned PC laptop). If your PC laptop does not have an HDMI port the library may provide a laptop for use, if available. Library laptops are Windows-based and may not be compatible with all programs. This equipment is not compatible with Apple products. • PC Laptop. • Note: Apple products are not supported.

<input checked="" type="checkbox"/>	Equipment Requested	Dates Requested
	PC Laptop	
	Extension Phone	
	Microphone/Sound System	
	PC Projector Connection (requires an available USB and HDMI port)	

MEETING ROOM CHECKLIST

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<p>Please initial each item below to acknowledge that you have read and understand our meeting room policies. POLICIES HAVE BEEN UPDATED FOR 2023. Please read carefully.</p>	<p>Group Contact Initials</p>	<p>Library Staff Initials</p>
<p>All forms of the <i>Meeting Room Application</i> (including insurance requirements, if applicable) must be completed before any room may be reserved. County Departments must fill out the meeting room application as well</p>		
<p>Groups are responsible for setting up and breaking down all chairs, tables, and A/V equipment used for their meetings and restoring the room to its original state.</p>		
<p>Groups requesting the library’s A/V equipment are responsible for using it with minimal library staff assistance. If needed, please contact the library before your meeting(s) to request a time to try out the equipment. See pg. 6 for more details.</p>		
<p>Groups’ meetings cannot exceed the room’s stated Fire Code at any time and parking for meetings cannot exceed the library’s parking spaces which are for all library patrons.</p>		
<p>Groups cannot enter the library before the library opens – please plan the start times for your meetings with set-up time factored in.</p>		
<p>Groups must schedule their meetings to allow for set-up and break-down time without entering the library early or vacating the room less than 15 minutes before closing.</p>		
<p>Groups must vacate the meeting room <u>15 minutes</u> before the library closes – please plan the end time for your meetings with break-down time factored in.</p>		
<p>Contact person for group must complete the Check-In/Check-Out form at the Reference Desk and leave a deposit (driver’s license or car keys) before using your reserved meeting room.</p>		
<p>All library equipment and room key must be returned when signing out at the Reference Desk. Deposit will then be returned.</p>		
<p>Meeting room must be locked and key returned to the Reference Desk at the end of your meeting. Please do not pass off the key to the next group.</p>		
<p>Please notify the library at least 48 hours in advance of a cancelled meeting. Failure to do so or more than 3 “No-Shows” in a calendar year may result in denial of future meetings.</p>		



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**Insurance Certificates *must* be presented
at least 7 days before meeting to ensure accuracy.**

Insurance Requirements Policy:

For use of County Facilities

Effective January 1, 2006

Business/Corporation/For-Profit Organizations

A. The BUSINESS hereby states and affirms that insurance coverage required is in place at the time of this Agreement, and will remain so for the term of this rental agreement and that the BUSINESS will not occupy the premises under this Agreement until it has obtained all insurance required under such laws. The BUSINESS agrees to submit documentation of all insurance coverage to the COUNTY or its representatives upon request. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Compliance with the foregoing requirements shall not relieve the BUSINESS of its liability and obligations under this rental agreement.

B. The BUSINESS shall maintain during the term of this rental agreement commercial general liability insurance in the amount of one million dollars (\$1,000,000.00) combined single limit to protect the BUSINESS and the COUNTY from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this rental agreement, whether such operations are by the BUSINESS or by anyone directly employed by or contracting with the BUSINESS.

C. The BUSINESS shall maintain, during the life of this rental agreement, comprehensive automobile liability insurance in the amount of one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per occurrence combined single limits to protect the BUSINESS from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned, or non-owned automobiles, including rented automobiles whether such operations are by the BUSINESS or by anyone directly or indirectly employed by the BUSINESS.

D. The BUSINESS shall maintain, during the life of this rental agreement, adequate Workers Compensation Insurance and Employers Liability Insurance in at least such amounts as are required by

law. If the BUSINESS is not required to maintain Workers Compensation Insurance and Employers Liability Insurance under Florida Law, verification noting this exclusion shall be provided to the COUNTY by the BUSINESS insurance carrier.

E. All insurance, other than Workers Compensation, to be maintained by the BUSINESS shall specifically include St Johns County as an *Additional Insured, by policy endorsement*, except as such coverage is specifically waived in writing by the COUNTY, and a Certificate of Insurance naming St. Johns County, 500 San Sebastian View, St. Augustine, FL 32084, as *Additional Insured* must be provided to the COUNTY by the BUSINESS insurance carrier.

F. The insurance requirement is deemed contractual, and the COUNTY shall not be deemed responsible to any third party for any failure of insurance coverage.

Alcohol on County Premises

Alcohol is only permitted in or on County premises with the written permission of the County Administrator on a completed Application for Permit for Possession and Consumption of Alcoholic Beverage on Public Property in Accordance with Ordinance 99-50 AND with proof of liquor liability insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence which **specifically includes St Johns County as an *Additional insured by policy endorsement***. Liquor liability insurance is required of all applicants.

Certificate of Insurance Requirements

Every certificate must include the following:

1. The Certificate must say “Certificate of Liability Insurance” across the top.
2. Your name or the organizing company of the event must be named on the certificate.
3. Under “Type of Insurance”, you must indicate all applicable insurance.
4. Under “Limits”, you should have at least \$1,000,000.
5. Depending on what type of business or rental the insurance is for the event you may also have other types of insurance marked by an “x”.
6. In the box for “Description of Operations” you must also have a description of what type of activity you are hosting:
 - a. Example: “5k Race on September 14, 2013 to be held at the beach in front of Butler Park East”.
7. The Certificate Holder for the policy should state:

St. Johns County Board of County Commissioners
500 San Sebastian View
St Augustine, FL
32084
8. In the box for “Description of Operations” you must have “St. Johns County is named as additional insured” or “Certificate holder is named as additional insured”. There should be no special exceptions or conditions placed in this box.
 - a. The certificate must state that either the Certificate holder is additionally insured or name St. Johns County as additionally insured prior to your event date. Applications will not be approved otherwise.

Client#: 37421

UPRIG

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/08/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER and INSURED sections. Includes contact information for Insurance Co. and insured name: Name, 145 W. 30th Street, 4th Floor, New York, NY 10001. Handwritten note: Vendor/Individual Name.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR INSR, POLICY WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes General Liability and Workers Compensation sections with handwritten annotations like 'General Liability', 'Effective Date', 'Policy Limits', and 'No Coverage'.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
1. RE: Show and workshop on April 23, 2011 at Ponce Vedra Concert Hall located at 1050 A1A North, Ponte Vedra Beach, Florida.
2. St. Johns County is included as an Additional Insured.
Handwritten note: Must include both 1 and 2. (Very Important)

CERTIFICATE HOLDER and CANCELLATION sections. Certificate holder: St. Johns County Board of County Commissioners, 500 San Sebastian View, St. Augustine, FL 38024. Cancellation: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Includes handwritten note: Correct County Address and the form is signed.

St. Johns County Public Library System

www.sjcpls.org



Policy Title: Meeting Room

St. Johns County Public Library provides use of meeting rooms to the general public. Library facilities are open to programs sponsored or cosponsored by the Library or other organizations engaged in educational, cultural, recreational, charitable or government interest activities which complement or promote the Library's mission and goals. **Library/County/FOL-Sponsored programs receive first priority for use of the meeting rooms.**

All meetings and programs are open to the public. Meeting rooms are not to be used for personal or private profit, advertising or solicitation of business or advertising of a commercial product. Meeting rooms may not be used for appearances on behalf of individual candidates for public office or endorsements of particular ballot issues. No admission fee may be charged nor sales made. However, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director. Library-related fund raising activities are allowed.

Granting permission for use of the meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

The Meeting Room Policy and Meeting Room Procedures will be interpreted and enforced by the Library Director.

MEETING ROOM REGULATIONS:

1. All groups requesting to use meeting rooms must complete and sign the *Application for Use of Meeting Rooms, Indemnification and Hold Harmless Agreement*, and meet all insurance requirements as necessary before a meeting room can be reserved. The person signing the application assumes complete financial responsibility for any abuse of Library Premises or equipment while they are being used by the group.
2. Meetings will generally be scheduled for no more than once per month and no more than one year in advance.
3. The Library reserves the right to cancel a reservation in order to use a meeting room for Library or County purposes. Forty-eight hours advance notice will be given if cancellation becomes necessary.
4. Organizations must notify the Library at least forty-eight hours in advance if a reservation is going to be canceled. Failure to notify the Library of cancellation may result in denial of future use of the meeting rooms.
5. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.

Effective Date: 8/8/95

Revision Approved by LAB: 12/9/2015

Revision Approved by BCC: 1/19/2016

Revision Approved by LAB: 11/8/2021

Revision Approved by BCC: 2/1/2022

Revision Approved by LAB: 9/12/2022

Revision Approved by BCC: 12-6-2022

6. Maximum attendance for programs or meetings in the Library's meeting rooms varies by branch and is determined by the County Fire Marshal.
7. Meetings are to be held during regular library hours and must adjourn in sufficient time to vacate the premises by the scheduled closing time.
8. No work or petitioning on behalf of candidates for elected office is allowed in Library buildings. You may invite political candidates to be guest speakers at your event as long as it is not designed as an endorsement of their political platform.
9. The Library is not responsible for loss or damage to exhibits, equipment, supplies or other materials brought to the Library by the meeting group.
10. The Library is not responsible for setting up furniture and equipment for groups using the meeting rooms. No equipment, materials or records may be stored in the meeting rooms or in the Library.
11. Refreshments are allowed in Library meeting rooms but groups serving food or beverages are responsible for all clean up after the meeting is over.
12. No smoking is permitted inside of the Library including meeting areas. Alcoholic beverages may only be served upon meeting insurance requirements and by special approval by the County Administrator or other designated authority.

Effective Date: 8/8/95
Revision Approved by LAB: 12/9/2015
Revision Approved by BCC: 1/19/2016
Revision Approved by LAB: 11/8/2021
Revision Approved by BCC: 2/1/2022
Revision Approved by LAB: 9/12/2022
Revision Approved by BCC: 12-6-2022