



Meeting Room Application and Agreement

The primary use of County Meeting rooms is for the conduct of government business. When Meeting Rooms are available they may be used by groups during business hours only. Applicant must be 18 or older and must be present the entire time the organization is using the Meeting Room. The County reserves the right to deny or cancel use of the facility to any group or individual deemed ineligible under the requirements of the El Dorado County Meeting Room Policy.

Applicant Name: _____

Address: _____

Phone #: _____ Website: _____

Group Name: _____

Purpose of Meeting: _____

Where shall we direct inquiries about this event/meeting? _____

Library site requested:

- | | |
|--|---|
| <input type="checkbox"/> Cameron Park | <input type="checkbox"/> Placerville |
| <input type="checkbox"/> El Dorado Hills | <input type="checkbox"/> South Lake Tahoe |

Requested: Date: Start time: End time:

Number of attendees: _____ If children are attending, number of chaperones: _____

I/we agree to the following:

- Meeting is open to the public.
- Meeting is not-for-profit. There will be no charge/no cost to attend/no selling of merchandise/no soliciting for future sales.
- Meeting serves a Cultural, Civic, Educational, or Community Purpose.
- Meeting is not a political activity supporting or opposing a candidate or a ballot measure.

Agreement to Hold Harmless:

Permittee agrees to indemnify the County, its officers, agents and employees and hold them harmless from and against all loss, damage, expenses and liability resulting from injury to or death of any person and loss of or damage to property or claims of such injury, death, loss or damage, and arising out of or connected with the use of the permitted facilities by permittee. In addition, permittee waives all claims or causes of action against the County, its officers, agents or employees for damage to or loss of property of any kind or for injury to persons occurring in or upon the permitted facilities arising from any cause other than the negligence or willful misconduct of the County, its officers, agents or upon the permitted facilities arising from any cause other than the negligence or willful misconduct of the County, its officers, agents or employees and to which the permittee or his agent in no way contributed, either actively or passively, causing such damage, loss or injury.

I have read and will abide by the [El Dorado County Policy for Use of Meeting Room](#) and the [Departmental Meeting Room Rules Agreement](#).

Signature of applicant: _____ Date: _____

Staff Use Only:

Application approved: _____ Denied: _____

Amount Paid: _____ Receipt # _____ Staff Initials: _____