



**City of Battle Lake**  
108 East Main, PO Box 386  
Battle Lake, MN 56515

218-864-0424 (Phone/Fax)  
E-mail: [blcity@eot.com](mailto:blcity@eot.com)  
[www.ci.Battle-Lake.mn.us](http://www.ci.Battle-Lake.mn.us)

### **Internet and Smart Room Public Use Policy**

It is the policy of the City of Battle Lake to provide free access to information to users of all ages, while attempting to protect them and prevent them from unwanted exposure. The Smart Room is available by reservation, on a first come, first served basis, and will be limited to one time per week, additional use per week may be allowed and will be permitted dependent on availability. Small meetings can be held in the Smart Room with a prior reservation. Space is limited to the size of the room – suggested limit is 6 persons.

Users wishing to access the Internet via use of the Smart Room at the City of Battle Lake must agree to comply with the following Rules of Conduct:

1. Devices will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be considered obscene. Users may not use the Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
2. Users will obey copyright laws and licensing agreements.
3. Users will not make any attempt to gain unauthorized access to restricted City Internet files or networks, or to damage or modify equipment or software in the Smart Room

City employees are authorized to take prompt and appropriate actions to prohibit use by persons who fail to comply with this policy as stated or implied herein. To preserve their own personal safety, users should avoid disclosing personal information over the Internet. Parents/caregivers are responsible for their children's use of the City's resources and facilities and to monitor their children's Internet use.

#### **Access and Use:**

- Access will be provided at no cost
- Access will be provided to those that have made prior reservations – on a first come, first served basis.
- Access will be provided during the hours of 9-4 Monday through Friday, during regular City Hall business days of operation.
- The City reserves the right to terminate or end use of the Smart Room. Users must end their session and leave the terminal when asked to do so by City staff, even if they have not completed their access session.
- Installation, downloading, or modification of software is prohibited.
- Responsibility: The Smart Room must be left clean, in good repair and in the same condition as found. Any group that damages City property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
- The City is not responsible for theft of or damage to property brought into the Smart Room.
- Programs that charge a fee for attendance/admission or involve the sale of goods, processes, products, or services are prohibited. Donation requests are not allowed.

**SMART ROOM FACILITY REQUEST FORM**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **e:mail:** \_\_\_\_\_

**Date needed:** \_\_\_\_\_

**Time needed:** \_\_\_\_\_

**Number of people attending:** \_\_\_\_\_

- 
- I have read the above policy, and I agree to the terms. I acknowledge that failure to follow these rules of conduct may result in loss of Internet privileges.
  - I understand that my use of the Battle Lake Smart Room is voluntary and that I am using it for my benefit only. I agree that my use of the Battle Lake Smart is undertaken at my own risk and the City of Battle Lake will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents, or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify, and hold harmless the City from any such claims, injuries or damages of whatever nature arising out of or connected with my use of the Battle Lake Smart Room. I also agree to reimburse the City for any damage, breakage, maintenance, theft of equipment if so warranted.

\_\_\_\_\_  
Signature - User Representative

\_\_\_\_\_  
Date