

**Meeting Room Application** (Please print)

Name of Organization							
Address		City		State		Zip	
Person completing this form							
Address		City		State		Zip	
Telephone No.		E-Mail					
Date(s) of meeting(s)							
Starting Time		Ending Time					
Select room & resources needed	<input type="checkbox"/> Conference Room (seats 8) <input type="checkbox"/> Small Room (seats 45) <input type="checkbox"/> Large Room* (seats 90)						
	<small>*Use of the large room may be limited. Please check before scheduling to see if the large room is available.</small>						
	<input type="checkbox"/> Screen <input type="checkbox"/> Video Projector <input type="checkbox"/> DVD Player		Will you serve food? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Briefly describe the purpose of the meeting							

**POLICIES GOVERNING THE USE OF LIBRARY MEETING ROOMS**

1. Educational, civic, cultural and governmental groups may reserve the meeting room. All programs must be open to the general public. The meeting room may not be used for commercial purposes. No solicitation for commercial services may be offered. No admission or fees may be charged for any program. Donations or contributions by non-library sponsored groups may not be solicited or accepted.
2. A Meeting Room Application must be filed with the library for each organization. An adult over age 18 must sign applications. Applications must be completed at least three days before the scheduled meeting.
3. Rooms may not be booked more than six months in advance or be reserved more often than two times per month. The library reserves the right to limit use of the meeting rooms if such use prevents other groups or organizations from using the rooms. Library programs receive first priority in scheduling programs.
4. Meeting room users should immediately notify the library of any cancellations.
5. Meetings may not begin earlier than 9:15 a.m. or extend beyond 8:45 p.m. weekdays or beyond 5:45 p.m. Fridays, Saturdays. The room must be cleared and in order before library closing time.
6. The library does not provide personnel to assist in handling of exhibits and other materials needed by groups using the meeting room or in setting up chairs, tables, etc. for scheduled meetings. The library is not responsible for providing any information or publicity about scheduled meetings to the public. Signs, posters, flyers and other material promoting a meeting may not be placed in the library.
7. Programs and exhibits may not disrupt the use of the library by others. Persons attending any meeting or exhibit are subject to all library rules and regulations.
8. Library facilities must be left in a clean and orderly condition. All chairs, tables and other equipment must be returned to their original locations after the program. Users agree to pay the cost for repair of any damaged facilities. The library will not be responsible for any materials or equipment left in the building.
9. Light refreshments may be served on a limited basis. The organization is responsible for cleaning the room and disposing of all trash and refuse.
10. Failure to comply with these regulations may result in the suspension of meeting room privileges for an organization

On behalf of my organization, I have read the above regulations and agree to comply with all regulations governing use of the meeting room. I also agree, on behalf of my organization, to assume responsibility for ensuring that the above conditions are met.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_