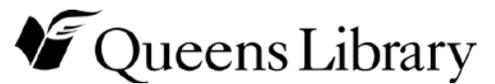


# APPLICATION FOR PUBLIC USE OF MEETING ROOM



## 1. ORGANIZATION

Name of Organization:	Name of the Organization's Contact Person:
Organization's Address:	Phone Number(s):
	Email Address(es):

## 2. MEETING ROOM REQUEST INFORMATION

Location (name of the community library and the meeting room)	Meeting Date	Meeting Start Time	Meeting End Time	Expected Attendance	Description of the Meeting

**Room Arrangement and Audio and Visual Equipment Request:**  
 \*The Library's audio and visual equipment may be available for use in some Meeting Rooms, but availability of and permission to use such equipment is not guaranteed.

## 3. ACKNOWLEDGEMENT

By signing below, I and the organization indicated above acknowledge that we have read the Library's Meeting Room Policy and accept responsibility for adherence to that Policy and that we understand and unequivocally agree that the organization and I, for myself, hereby indemnify and hold harmless the Library for and against, any personal injury or any property damage resulting from its/my/our use of a Library Meeting Room, including, without limitation, any injury or damage caused by a meeting attendee.

_____	_____
Name	Title
_____	_____
Signature	Date

## FOR INTERNAL USE ONLY

- Approved
- Requested A/V equipment available for use
- Requested A/V equipment not available for use
- Not Approved

Comments: \_\_\_\_\_  
 \_\_\_\_\_

_____
Manager's Name
_____
Manager's Signature
_____
Date

**TO RESERVE A MEETING ROOM** an **Application for Public Use of Meeting Room** form must be completed and signed by the adult who will be responsible for the use of the Meeting Room.

- A completed reservation form should be submitted at least two (2) weeks in advance of the proposed meeting date to the Manager of the community library where the organization wishes to use the Meeting Room.
- A request to use a Meeting Room is considered on a first-come, first-served basis.
- To promote accessibility of Meeting Rooms to a wide variety of organizations, the Library reserves the right to deny reservation requests and limit the number of reservations or length of meetings based on availability of space, staff coverage and frequency of use.
- The Library reserves the right to adjust, reschedule or cancel a reservation at any time at its discretion.
- If an organization wishes to cancel its reservation, it should notify the Manager at least three (3) days in advance of the reserved meeting date.

**THE FOLLOWING REGULATIONS ARE IN EFFECT:**

- The organization and the adult responsible for the use of the Meeting Room are responsible for, and shall indemnify and hold harmless the Library from and against, any personal injury or any property damage resulting from its/his/her/their use of a Library Meeting Room, including, without limitation, any injury or damage caused by a meeting attendee.
- The Library is not responsible for loss or damage to any property belonging to the organization or attendees of its meetings.
- All persons entering the Library's premises must comply with all applicable Library policies, procedures and guidelines, including, without limitation, the Library's Public Conduct Policy.
- Minors must be supervised by an adult.
- Meeting Rooms may not be used for any illegal or potentially hazardous activity.
- Meeting Rooms may not be used for political campaigning on behalf of, or in opposition to, any candidate for elected office.
- Meeting Rooms may not be used for commercial purposes, solicitation of business or non-Library fundraising.
- Meetings must be open to the general public, and be free of any charge and/or solicitations for commercial transactions or membership. In particular, and without limitation:
  - an admission fee may not be solicited or charged;
  - collections or offerings may not be solicited or accepted;
  - memberships and payments of dues may not be solicited or collected in the Library; and
  - the sale and/or solicitation of products and/or services are prohibited.
- Organizational materials may not be mounted or affixed to Meeting Room walls.
- No alterations of any kind may be made to the Meeting Room.
- The Library will not supply any materials for meetings.
- The Library's audio and visual equipment may be available for use in some Meeting Rooms, but availability of and permission to use such equipment is not guaranteed. \*Please contact the Manager of the community library where the organization wishes to use the Meeting Room to learn more about the availability of such equipment at that community library.
- Meeting Rooms may be used only during the community library's regular operating hours.
- Attendance may not exceed the Meeting Room's capacity.
- Food and beverages may not be served.
- Granting use of meeting rooms does not constitute endorsement by the Library of the aims, policies or statements of the organization or its program(s). As such, meetings not co-sponsored by the Library may not be publicized in a manner suggesting Library sponsorship.
- No organization may use the Library logo in promoting or advertising its meeting without first obtaining the Library's written authorization.
- No organization may list the address of the Library as its headquarters or as its official or mailing address.