

# Perry-Cook Memorial Public Library

## Meeting Room Use Application

Contact Name: \_\_\_\_\_

Current library card number: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Date of application: \_\_\_\_\_

Nature of program:  
(circle one): non-profit, civic, cultural, educational or social

Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ # of Attendees \_\_\_\_\_

Program description: \_\_\_\_\_

Will light refreshments be served? Yes\_\_\_ No\_\_\_ (if yes, please describe. Please refer to list of approved refreshments below.

I acknowledge that:

- Alcohol and tobacco are not permitted on Library property
- The event is free – no admission fees or donations will be charged/collected and this is not a fundraising event.
- The event is not intended to promote, advertise, or lead to the sale of a product or service, nor is it an employee orientation or training program.
- Payment shall be made for any damage to, or loss of, library property and a fee for janitorial service may be assessed if the room is not left in the original condition.
- The Library is not liable for injuries to people or damage to property of the organizations using the room.
- Due to the lack of kitchen facilities, only light refreshments (chips, cookies, fruit, vegetables, dips, sandwiches, soda, coffee or tea) may be served.
- I have read the Library's Public Meeting Room Policy and Use Procedures and acknowledge that my organization will adhere to the policy.

Signature of contact: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fee collected: \_\_\_\_\_ Fee collected by: \_\_\_\_\_

Approved 12/06/2016



## **Public Meeting Space Policy**

Perry Cook Memorial Public Library provides meeting space for library sponsored or cosponsored programs. The meeting space may also be used by individuals or non-profit organizations (i.e. educational, cultural, civic, intellectual or charitable organizations) for the purpose of non-profit activities supporting the Library's mission when not in use for library programs. Priority for use will be given to Library related programs. Room may not be booked more than 30 days in advance.

Requests for use of the meeting room will be considered on a space available basis. The meeting room is not available for the benefit or self-promotion of individuals or commercial concerns. Permission to use a meeting space does not constitute endorsement of a group's policies or beliefs by the Library. The Library reserves the right to revoke permission for the use of any meeting space.

## **Procedure**

Organizations using the meeting space must observe the following:

### **Reservations:**

1. Library sponsored programs receive first priority.
2. The individual reserving the room must be at least 21 years of age and hold a valid Perry Cook Memorial Public Library card. This person must be present for the entirety of the program.
3. A non-refundable fee of \$25 for social gatherings (birthdays, baby showers, etc.) will be charged and paid at the time of application. Fees for excessive cleaning and damaged will be assessed as necessary.
4. Permission to use the meeting room does not imply endorsement of the group's policies or beliefs. No non-library groups using the meeting space may publicize its meeting in such a way as to imply library sponsorship of the group's activities.
5. The library assumes no liability for theft or damage to property or for injuries that occur as a result of actions of sponsors or participants or activities taking place in the meeting room or on the library grounds.)
6. The Library reserves the right to cancel or reschedule a meeting space reservation at any time (e.g. inclement weather.)
7. Meeting room key must be picked up during normal hours of library operations.
8. Prompt notification to the Library of a cancellation of a meeting is required. It is the applicant's responsibility to notify its members/audience of the cancellation.
9. The Library Board of Trustees reserves the right to review any and all applications. The Board may reject applications that do not comply with this policy.

## Rules:

1. All programs and meetings must be open to the public, with the exception of purely social events. Meeting room use will not be extended to any group or organization where the membership is limited by race, religion, gender or gender expression, age, national origin, disability, sexual orientation or military status.
2. Admission fees, collections and donations are prohibited.
3. Fundraising activities, other than those which benefit the Library are prohibited.
4. No products or services may be displayed, advertised or sold on Library premises, except where the Library is benefited.
5. No admission fee or donation requests are permitted; however, groups may charge a reasonable fee to recover the cost of materials, hand-outs or art/craft supplies.
6. The Library may, on occasion, sponsor classes offering instruction in skills. Tuition fees to cover costs of supplies may be charged. The Library may also allow its meeting room to be used by local school systems or area colleges and universities. In such cases, tuition fees may be charged.
7. Alcohol and tobacco are forbidden on library property.
8. There will be no use of Library owned equipment by outside groups.
9. No decorations, posters or any other materials may be installed or displayed in the meeting room without prior library approval. Push-pins, tape or staples are not to be affixed to the walls, ceiling, light fixtures or acoustical panels.
10. Noise, music and other activities which interfere with the Library's operation are prohibited.
11. The meeting space is to be left in clean condition, with all furniture returned to its placement. Food spills should be dealt with immediately and all trash should be removed and placed in the outdoor trash container. All lights must be turned off and the restroom checked for running water before leaving the building.
12. Failure to comply with this policy and/or the procedures established by the Library may result in suspension of the privilege of using the meeting space.
13. The Library Director is instructed to implement the foregoing policy with procedures as required.
14. An adult leader shall be present at all times and responsible for the supervision of children under the age of eighteen. The individual or groups reserving the meeting room will be held responsible for the order and conduct of the group and for any loss or damage to library property. Any abuse or misuse of the facilities will be sufficient cause to deny the use of library meeting rooms in the future.
15. The burning of candles or use of flammable substances is strictly prohibited.
16. Attendance is limited by meeting room seating capacity.