

APPLICATION FOR USE OF THE CRANE ROOM

In order to keep the Crane Room available for library and community functions and because the room was specifically designed for open meetings which are beneficial to the community, the library's trustees have designed policies governing use of the Crane Room. These include:

Round Room Application Sheet: Any group wishing to use the Crane Room for the first time must fill out the application form below that includes organization name, contact information, and intended use of the room and acknowledges receipt of Crane Room Meeting Regulations.

Applications will then be evaluated and approved by the library director prior to the first use of the room.

Commercial Meetings: The room is not to be used by any group that stands to profit commercially, either now or in the future, from the meeting through sales, promotions or demonstrations; nor are they to serve as a base of operation for any commercial venture. However, businesses are welcome to use the room for training sessions for their employees and interviews.

Regularly scheduled meetings: Only library-affiliated groups may book the Crane Room for more than six meetings at a time. If an approved group wishes to hold more than six meetings in the Crane Room, they must make special arrangements with the library director.

The library staff has the responsibility of enforcing these policies and therefore must ask the purpose of each meeting when the room is reserved. Any group who feels it should be exempt from these policies is welcome to appeal to the Board of Trustees at their meeting the second Wednesday of each month. Contact the library director at least one week in advance to be placed on the agenda.

Organization: _____

Contact Name: _____

Information Phone: _____

Purpose of Meeting(s): _____

Equipment Requested: _____

By signing this form the organization listed above agrees to abide by all Crane Room Meeting Policies and acknowledges receipt of a copy of the Crane Room Meeting Regulations Policy and Application For Use of the Crane Room Form.

Signed: _____ **Date:** _____