

APPLICATION FOR USE OF THE CRANE ROOM

FAC FORMS - 1

BASIC REGULATIONS

For further regulations regarding use of the Crane Room, please refer to the full room use policy.

- ❖ Use of the meeting room does not constitute endorsement or approval of viewpoints, policies or beliefs expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted. Use of Jensen Memorial Library's name in distributing partisan literature or for an organization's mailing address is not allowed.
- ❖ Any printed or electronic publicity, advertising, or marketing materials that include the library's name and/or address must include the disclaimer: **“This event is not sponsored by Jensen Memorial Library.”**
- ❖ The Crane Room may not be used for private parties, commercial ventures, programs inconsistent with the library's objectives, money raising functions, or sales purposes (during or as a result of the event). Admission may not be charged, nor contributions solicited.
- ❖ The room is only available for public use during hours the library is open. Room reservations will be canceled in the case of an emergency/weather closing
- ❖ All reservations must be made at least 24-hours in advance and pending approval by the Library Director. Library-sponsored events receive first consideration and may override use by outside groups pending adequate notification.
- ❖ Only library-affiliated groups may book the room for more than three dates at a time. If a group wishes to schedule more, special arrangements must be made with the Library Director.
- ❖ The using group will be responsible for cleanup with a \$50 cleaning fee to be assessed if deemed necessary by the Library Director. The group will be held liable for any damage to the building, furniture, or equipment used.
- ❖ The Director is authorized to deny permission to use the Crane Room to any group or individual that is disorderly or objectionable in any way, or that violates any of these regulations. Upon adequate notice, and for adequate reasons, the library reserves the right to revoke permission to use the Crane Room. Final review of usage is made by the Board at the Director's request.

Today's Date: _____

Organization/Group Name: _____

Organization Type (select at least one):

Community Organization

City of Minden

Youth Organization

Non-Profit

School Group

Other _____

Local/State/Government Agency

Library

Event Name: _____

Purpose: _____

Date(s) **Start Time** **End Time**
EX: Tuesday, November 1, 2016 *1 p.m.* *2:30 p.m.*

Date(s)	Start Time	End Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment Requested: All equipment will be set up by

Projection Screen	Easel
Digital projector (computer will not be provided by library)	White Board/Markers
Speakers	Other _____

Contact Name: _____

Contact Phone: _____ **Contact e-mail:** _____

By signing this form, I, as the representative of the organization listed above, acknowledge receipt of a copy of the Crane Room Use Policy and agree to assure the group abide by all regulations set forth in the policy.

Signed: _____ **Date:** _____

STAFF USE ONLY

Review Date _____ Initial _____

Request approved _____ Request denied _____ Explanation: _____

Is contact person a Library Card holder? Yes No Card number: _____

Notes: _____
