

## MEETING ROOM REGISTRATION FORM

Name of Organization: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date: \_\_\_\_\_ Attendance: \_\_\_\_\_

### RULES FOR USING THE MEETING ROOM

- ❖ Permission from the Library Director or an authorized representative is necessary to schedule use of the room. The Library Board reserves the right to deny use of the facilities for persons or groups unrelated to library interests. (Commercial, political, denominational activities must not take place during library hours.)
- ❖ The library does not assume responsibility for setting up furniture or equipment, nor does it guarantee any available time for preparation prior to scheduled meeting.
- ❖ The library and the city assume no responsibility for property or personal belongings of any kind brought into the building by any person or group using the library's facilities or attending any function at the library. Any materials used by the person or group must be removed promptly and the room must be left in a neat and orderly condition. If not, a custodial fee of \$25 will be charged, and future use of the meeting room may be denied.
- ❖ The person(s)/organization using the meeting room are responsible for any damage to the facility and its contents.
- ❖ Publicity for any activity other than official library or city activities must not in any way imply sponsorship by either the library or the city.
- ❖ Library facilities or equipment may not be used to prepare food/refreshments.
- ❖ Use of the meeting room after library hours will require advance notice given to the library director, who will supply a key to the authorized person. **A \$100 fee will be assessed for any lost key.**
- ❖ No alcoholic beverages are allowed on library premises.
- ❖ Smoking is prohibited throughout the library building.
- ❖ No more than 21 persons may be allowed in the room at one time.
- ❖ The library director or an authorized representative may deny use of the facility, including stopping an activity in progress to anyone violating these rules.
- ❖ Commercial or for-profit groups will be charged \$25 for a 4-hour reservation and \$50 for reservations of more than 4 hours. There will be no charge for non-profit groups who use the meeting room for no more than 12 meetings in a calendar year.

I hereby acknowledge and accept responsibility for compliance with these rules.

\_\_\_\_\_  
Signature of person in charge

\_\_\_\_\_  
Date

