

APPLICATION FOR USE OF THE MEETING ROOMS

1. **Group Name/Agency:** _____

2. Is applicant a Garland County resident? **Yes**___ **No**___
Is applicant an official governmental agency? **Yes**___ **No**___
Is applicant a nonprofit organization? **Yes**___ **No**___
Is applicant an official for profit company? **Yes**___ **No**___
Is documentation available to prove your status? **Yes**___ **No**___

3. **Name/Title Contact Person** _____

Address of Contact Person _____

Phone Number: Day_____ **Night**_____

email: _____

2nd Contact Person _____

Phone Number: Day_____ **Night**_____

4. List type of event you want to schedule: _____

5. List number of people you expect at the event: _____

6. List time: _____

7. List date(s): _____

8. **Rules for use:**

- A. Meetings must be held during regular library hours. Time variances may be granted upon the submission of evidence of the significant need for such a variance. Such a variance may be based upon the presence of finding volunteers from the Library's staff willing to open the facility for the meeting time. Meetings will be over and the rooms vacated 15 minutes before the library closes.
- B. Admission which generates profit may not be charged.
- C. Compliance with room capacities must be observed at all times:
 - Gordonelle Williams Hall (115 maximum)**
 - Room A (14 maximum)**
 - Room B (20 maximum)**
 - Room C (20 maximum)**
- D. Meetings held in all Meeting Rooms are free.
- E. The person or group making the reservation is responsible for setting-up tables, chairs, etc. and returning the room's furniture to the library's original configuration at the end of each event.
- F. Each group is responsible for food and/or trash cleanup. Garbage must be placed in a trash receptacle.
- G. **Food and drink are not permitted in Rooms A, B, or C.**
- H. Food and drink are permitted in Williams Hall with approval. Each group serving food or refreshments will be charged a \$10.00 fee (no refunds). No "red- punch", kool-aid, or grape juice will be allowed.
- I. The representative of the group using Gordonelle Williams hall is responsible for turning off room lights, locking all doors, and notifying a staff member after use.

- J. No group is to attach anything to the walls.
- K. All persons or groups wishing to make crafts or items that need hammers, nails, glue guns, paint, and other like items must request approval prior to the event. Approval may be granted by the Library Director. A \$25.00 Craft Deposit will be required and refunded after inspection by a library employee.
- L. The library reserves the right to request a statement or outline of programs.
- M. The library's programs take precedence over any other scheduled program, and non-library programs may be canceled when the library's needs take precedence.
- N. The organization, individual, or group sponsoring a meeting assumes responsibility for damage to the room or contents.
- O. The sale of goods or merchandise is prohibited.
- P. Audio/Visual equipment must be scheduled for use according to the AV calendar on a first-come, first-served basis.
- Q. Any group which fails to notify the library of canceled meetings will forfeit the right to use the meeting rooms.
- R. All other conditions are set forth in the library's "Meeting Room Policy".
- S. Beginning December 1st each year, all meetings will be booked on a first-come, first-served basis for the following year. From October 1st through November 30th, all groups must request renewal of their reservation for the following year. Renewal is not guaranteed. All users should recognize that use of the Library's meeting rooms is temporary. No group or individual shall be allowed use of meeting space for more than the current calendar year. Further use may be granted based partially upon the timely submission of an application for the following year.
- T. The Library bases its public performance policy on the US Copyright Law. According to copyright law, no copyrighted performance may be publicly shown without obtaining permission of the copyright holder, except in certain cases whereby public performance rights are inherent in the purchase or showing as elaborated upon in Section 110 of the Copyright Act, 17 USC.

Agreement: I have read the official policy statement for the use of the Library's meeting rooms, and agree to abide by all rules listed therein. I know that failure to abide by the rules listed in the policy, including paying fees, will result in the cancellation of use for the library's meeting rooms. I understand that the library is not responsible for personal property or security of the people who attend each event.

Signature: _____
Requesting Party's Representative

Date: _____

Approval of Agreement:

I authorize the use of the Library's meeting room(s) under the terms of the agreement as listed on this form.

Signature _____

Date: _____

Reservation is for:

Gordonelle Williams Hall _____

Room A _____

Room B _____

Room C _____

8/87 Submitted & Approved by the Board

4/91 Revised to reflect new meeting room policy

10/96 Revised to reflect new fees/dameet.app/

11/99 Revised to reflect fee changes/dameet99.doc

11/04 Revised to reflect new meeting room policy/MEETROOM.APP 2 SMALL FONTb/2