

## Marshall Public Library Meeting Room Application

When not in use by groups or organizations affiliated with the library, the meeting room is available for use by Federal, State, County or City agencies, and non-profit organizations. Patrons of the Library, Marshall citizens, businesses, book clubs, cultural groups, and study groups shall apply to use the room. Reservations will be confirmed after receipt of the application. Personal events, such as birthday parties and bridal showers, are not allowed. The Community Room is available for use by organizations of a civic, cultural, or educational character, but not for social gatherings, money-raising events (except for those benefiting the Library Foundation), or commercial purposes. Commercial programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose. Businesses that are located within the Library district boundaries may reserve the rooms for any hours the Library is open Monday – Saturday and with the understanding that all meetings are free and open to the public. Children or teenage groups, where the majority of them are under the age of 18, may use the Community Room provided that they are supervised by an adult. The adult supervisor will be responsible for any damage. Reservations are necessary to ensure that the room is available. Applications for standing reservations must be submitted annually.

Applications may be submitted via email to the Director. Applications must be signed by applicant to be considered.

No outside group or organization using the library Meeting Room shall charge an admission fee or sell any material or service for profit or gain. Groups or organizations may, however, conduct such customary activities as collecting member dues. Groups and organizations formed to support the programs and activities of the library may use the library facilities for fundraising activities which further support that.

Please note that all library policies, including the unattended children policy, smoking/alcohol/illegal drugs policy, apply to the library meeting room. Groups and individuals using the library meeting room are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The library is not responsible for lost or stolen items. The library may impose reasonable conditions for the use of its meeting room to ensure that public or private property is not damaged through the use of its facilities and to ensure that comfort, convenience, safety, or welfare of the public is not disturbed. Fees for excessive cleanup may also be charged. The group or organization and its members, jointly and individually, will assume and bear full responsibility for loss of, or injury, or damage to, any property of the Marshall Public Library caused or inflicted by the organization, its members, affiliated persons, guests, or invitees. When necessary for set-up, the meeting room can be accessed 15 minutes before the library opens and must be vacated 10 minutes before closing.

Failure to comply with this policy and accompanying procedures for the library meeting room may result in denial of future use of the library meeting room, and/or financial liability for damages.

### **Application for Meeting Room**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Purpose and Function or Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Expected Number of People Attending the Event \_\_\_\_\_ Age Designation \_\_\_\_\_

Primary Contact (please print clearly) \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Set-up Needed \_\_\_\_\_

Equipment Needed \_\_\_\_\_

Will you to access the meeting room (for set-up purposes) 15 minutes before the library opens?    Yes    No

Signature of Primary Contact \_\_\_\_\_

***My signature verifies that I have noted the provisions for use of the meeting room and agree to comply with them.***

OFFICE USE ONLY: Application Approved by \_\_\_\_\_ Date \_\_\_\_\_