

HELEN MATTHES LIBRARY
Application for Use of Meeting Rooms

_____ Luttrell Room Date of Meeting_____

_____ Basement Room Time: From_____ To_____

Name of Group_____

Contact Person_____

Mailing Address_____

Telephone Business_____ Home_____

President of Group_____

Address_____ Telephone_____

Type of activity_____ Expected attendance_____

(discussion, film, organizational, etc.)

Will food be served? Yes_____ No_____

I have read and understood the rules for meeting room use on the reverse side. I also declare that I/the organization agree to return the library facilities used to a clean and orderly condition at the end of the activity and to pay the cost for repair of any damage to the library property incurred in connection with this meeting.

Date of Application_____ Signature of Applicant_____

Staff initials that photo ID was checked_____

HELEN MATTHES LIBRARY

Rules for the Use of the Meeting Rooms

Revised November 2007

The Helen Matthes Library provides the use of meeting rooms for library-related cultural, civic and educational purposes. Permission to use library facilities does not constitute an endorsement by the library of the group's policies or beliefs.

1. Library programming has priority.
2. Facilities will be reserved on a first-come, first-served basis. There will be no charge to nonprofit groups to use the room. Business groups or nonprofit groups that are charging a registration/entry fee will be charged \$10 per hour or portion thereof. (Example: an attorney speaking on living wills for 1 1/2 hours will be charged \$15). There is no fee to non-profits for the use of the Basement Meeting Room. (Limit: 72--Note this is crowded, 50 is a more comfortable number.)
3. There is no extra charge for the use of library equipment at meetings. Items must be reserved at time of registration. Available are: overhead, slide, and 16mm projectors, screen, VCR with 24" monitor and VCR with 10" monitor.
4. The library should be notified immediately of a cancellation. The library reserves the right to cancel because of weather or other conditions. All cancellations must be made 24 hours in advance to the room reservation. If 24 hours notice of cancellation is not given, the group reserving the room will be charged ½ the rental fee for the room.
5. The Basement Meeting Room may only be used during regular library hours. The Consuello Luttrell Room may be used after hours with the payment of a \$10 per hour fee in addition to any other fees. No meeting may last beyond 10 p.m. Key must be picked up and room paid for on the preceding day. Key may be left in the room or returned the next business day.
6. Smoking and alcoholic beverages are not allowed on the premises.
7. Refreshments may be served in the Luttrell Room. Library facilities must be left clean and orderly. All trash must be placed in containers and taken to the dumpster outside.
8. Users will assume legal responsibility for the cost of repair or replacement of damaged property or equipment or for special cleaning, if necessary.
9. The library will not be responsible for any property left in the building by users.
10. No admission fees, seminar fees or sales may be made without prior approval. Business and private groups will be charged 10% of any fees or sales.
11. Children's groups with up to 20 children must be supervised by at least two adults, with one adult for every 10 additional children.
12. Groups may not schedule the Luttrell Room more than twice a month. Reservations will not be accepted more than a year in advance.
13. Rooms may be booked by phone but are not considered firm until the application form and fee is received. An application form must be filled out at the Check Out Desk and a photo ID must be shown at that time. Persons picking up a key for before/after library hours use must also show a photo ID.
14. Parking is limited to those patrons using the library, please use off-street parking or see staff for other parking arrangements.
15. The library director is authorized to deny permission to use the facilities to any group that violates these rules.
16. These rules are subject to periodic review and change by the library board of trustees.
17. The library reserves the right to deny access to the meeting room to any group that might pose a security risk.