



LIBRARY MEETING ROOM APPLICATION

SPRINGFIELD-GREENE COUNTY LIBRARY DISTRICT

Group name _____

Purpose or function of the group _____

Is your group nonprofit? _____

Person responsible _____

Address _____

Telephone _____

Group member other than applicant _____ Telephone _____

LIBRARY MEETING ROOM POLICY

Library community and meeting rooms are available for use by nonprofit groups interested in open discussion of a wide variety of topics. No admission may be charged and all meetings must be open to the public. No soliciting or selling of products or services not directly connected with the Library can take place. Personal events, such as birthday parties and bridal showers, are not allowed. Groups may reserve the rooms for internal employee training no more than 30 days in advance. Other events are to be approved by the Community Relations Department.

Purposes, objectives or views of groups using the community room shall not be advertised in a way to suggest that they are endorsed by the Library District.

Reservations can be made after September 1 for any available date January through June of the next year, after March 1 for any available date July through December of the same year. Groups may reserve the meeting room up to two times each month.

Meetings scheduled in Library buildings without independent access to community rooms and facilities must be completed by closing time. Meetings scheduled in Library buildings with independent access can be held after the Library is closed, with advance approval of the branch manager. An adult over the age of 18 must be responsible and in attendance.

Any group using a community room is expected to conduct its proceedings in a quiet, orderly manner, and to set up and take down tables as needed. Trash must be placed in receptacles and the room left clean.

Tobacco use and alcoholic beverages are prohibited on Library premises. Meals may be catered into the Library Center's auditorium and community rooms A and B, but only refreshments are allowed in the community rooms of the other branches.

Use of the Library's audiovisual equipment must be arranged at the time the room is booked. Groups will be held responsible for any damage to, or theft of, Library properties.

The Library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates and do not abide by the above policies. Branch managers reserve the right to vary policies to better serve patrons and the community.

I have noted the policies governing the use of the Library community/meeting rooms and agree to comply with them.

Applicant signature _____ Date _____

Application approved by _____ Date _____

EACH GROUP SHOULD COMPLETE A NEW APPLICATION ONCE A YEAR