

# Baright Public Library Meeting Room Application Form

Today's Date:  
Reservations are valid for six months from today's date.

Date(s) of Meeting:	Time of Meeting:
	Time In:
	Time Out:

Room requested:       Meeting Room       Story Time Room

Name of Organization:	Name of Person Completing Request:
Mailing Address:	Mailing Address:
City:	City:
State:                      Zip code:	State:                      Zip code:
Telephone Number:	Telephone Number:
Cell:	Cell:
Non-Profit:    Yes    No	Email:
Charge to Participants:    Yes    No	Equipment Needed please circle:
Items to be sold:    Yes    No	Laptop    Projector    Speaker    Conference phone
Refreshments to be served:    Yes    No	
Estimated number of Attendees:	

Purpose of Meeting:

I, the undersigned, have read and understand the Meeting Room Policy of the Library and agree to its terms in exchange for use of its meeting room facilities. I understand that I will be contacted in writing should my group violate any part of this agreement. I assume responsibility for damage or loss to the Library's equipment and/or facilities. I assume responsibility for cleaning the meeting space and will pay any assessed fees.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** The library will notify you within 48 hours if the room is NOT available.

# Baright Public Library Meeting Room Policy

(revised January 2020)

The Baright Public Library provides meeting space for library programs and other meetings and programs of an informational, education, cultural, or civic nature. The Library has two public meeting spaces – the meeting room and the story time room. Library-sponsored programs have priority over all other groups, followed by government, non-profit, and for-profit organizations. For-profit groups may not solicit sales during their meetings. Library meeting spaces are not available for private or social functions. Permission to use one of these rooms does not constitute an endorsement of the group's policies or beliefs by the Library Board.

**Library meeting spaces are free of charge; however, a donation of \$5 per hour of use is appreciated.**

## A. Facilities Available

1. The 50-person meeting room contains 70 chairs, 15 tables, a sink, a whiteboard, a projection screen, and nine (9) voice/data floor outlets that require prior arrangement.
2. The story time room can seat 10 people, it contains 2 tables, a sink, a projection screen and 10 chairs.

## B. Guidelines for Use of the Facilities

1. Application for reservations may be made during regular library hours at the circulation desk, by email, or by fax. Applicants must read the Meeting Room Policy and sign the application accepting responsibility for damage or loss to library equipment or facilities. If the application is made over the phone, the application must be signed prior to the reserved meeting time or use of the room will be denied.
2. Reservations may be made no more than six (6) months in advance. Advance notice of twenty-four (24) hours is required if an event is cancelled. The first time a group does not appear or cancel, there will not be a penalty. The second time there is a no-show or non-cancellation, no further reservations will be accepted from that group.
3. No meetings will be scheduled for days the library is closed. Meetings should not begin before the library opens, and they should end at least 10 minutes before the library closes.
4. Equipment such a laptop, projector, speaker, conference phone, and podium may be available for use in the room if it is reserved prior to the meeting day.
5. Only light refreshments may be served, unless approved by the Library Director. A coffee pot is provided by the library and must be washed after each use. All refreshments must be confined to the room. Smoking, E-Cigs or serving alcoholic beverages is not permitted. Clean-up is the responsibility of the group using the room; cleaning fees may be assessed for noncompliance.
6. Each group is responsible for its own furniture arrangement. Users need to allow adequate time to arrange the room to their needs. Furniture must be put back as it was found. Failure to do so may result in the loss of the privilege to use the room.
7. Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
8. The library expects organizations to be considerate of library patrons and activities. The Library Director or designee has the power to terminate any meeting disruptive to library operations.
9. Parking is limited. It is requested that meeting participants park along State Street when possible and enter along the State Street sidewalk/ramp entrance.
10. Equipment, supplies, or personal belongings of a group may not be stored or left in the library.
11. The library is not responsible for accidents, injury, loss, theft, or any damage of individual property that may occur during use of the room.
12. When the meeting is concluded, participants should record attendance on the clipboard in the room or report to the circulation desk with the number of attendees.

## C. General Policy Information

The responsibility for the implementation of this policy and for scheduling the use of the facilities rests with the library's administrative staff. The Library Director retains final authority for implementing this policy.

Adopted July 15, 1999; last updated Jan 16, 2020