The Library has one large meeting room (holds up to 100) and one small conference room (holds up to 20) available at no charge. These rooms are for use by non-profit groups that have their meetings open to the general public; no fees can be charged. The rooms cannot be used by groups of less than 8, for social gatherings, or commercial (profit) purposes. Authors presenting programs for the library may sell their own books and are responsible for collecting the appropriate sales tax; no advance promotion of books for sale is allowed. No other items can be sold by any individual or group. Groups cannot solicit donations while on library premises.

An officer or representative of the group is required to complete the application form attached. Children under 18 may use the meeting room with an adult sponsor; the sponsor must fill out the application.

**RULES:**

1. Meeting rooms can be scheduled up to two months in advance and are booked on a first-come, first-served basis. Library and City sponsored groups are allowed to book rooms one year in advance.

2. Meeting rooms are available:
   - Monday-Thursday, 9:00 a.m. to 8:50 p.m.
   - Friday and Saturday, 9:00 a.m. to 4:50 p.m.
   - Sunday, 1:00 p.m. to 4:50 p.m.

3. Groups will not be allowed in the Library before 9:00 a.m., Monday-Saturday, or before 1:00 p.m. on Sunday. Groups are expected to leave no later than the time indicated on the application form. Groups must start cleaning up the room no later than 10 minutes before the library closes, and all attendees must have exited the library by closing time.

4. Your group is responsible for setting up and cleaning up the room. When completing your application, please allow ample set-up time before, and clean-up time after, your meeting. In the large meeting room, chairs and tables are available in the storage area at the west end of the room. When the meeting is over, the chairs and tables must be stacked on the dollies, and everything returned to the storage area. In the conference room, tables and seating for 20 are already in place and must be returned to their original position if rearranged.

5. The library has an LCD projector available. A separate agreement requesting the use of the LCD projector must be completed by the responsible party and approved by the library. The sound system installed in the meeting room is for staff use only.

6. Light refreshments (tea, coffee, cookies, donuts) are permitted. Meals, including catered box lunches, are prohibited.

7. The Library does not have space to store items for groups and will not be held responsible for items left behind.

8. Smoking is prohibited by City ordinance.

9. There is a courtesy phone located by the Checkout Desk on the main floor. There is no access to a phone after the Library closes.

10. Any group that fails to abide by these rules will be prohibited future use of the meeting rooms.
MEETING ROOM APPLICATION

Today's date __________________________

Name of organization ____________________________________________________________

Name of person completing application ___________________________ Phone __________

Office held (if any) ___________________________ Email ____________________________

Address of organization or person completing application

____________________________________________________________________________

____________________________________________________________________________

Date(s) requested (no more than two months in advance)

____________________________________________________________________________

Time ________ to _________

Expected attendance ____ Purpose of meeting ________________________________________

Are you requesting use of the LCD projector? Yes ______ No ______
(a separate agreement must be signed and approved)

I HAVE READ AND ACCEPT THE RULES ON THE ATTACHED PAGE, AND WILL BE THE
PERSON HELD RESPONSIBLE TO SEE THAT THEY ARE FOLLOWED

______________________________________________
Signature

FOR LIBRARY USE ONLY

Date of reservation ___________________________ Time ___________________________

Date confirmed on calendar ______________________

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