



St. Marys Community Public Library  
Meeting Room Agreement

Meeting Date:

Phone: 419-394-7471

Fax: 419-394-7291

E-mail: stmaryshelp@seolibraries.org

Organization Name/Event \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Number \_\_\_\_\_

Address \_\_\_\_\_

Date of Meeting/Event \_\_\_\_\_ Number of People Expected \_\_\_\_\_

Time Room is Needed: From \_\_\_\_\_ To \_\_\_\_\_

Please Check One: Non-Profit Organization \_\_\_\_\_ Social\* \_\_\_\_\_ Business/for Profit\* \_\_\_\_\_

**Set-up is your responsibility. Tear down is your responsibility.**

Purpose of Meeting/Event: \_\_\_\_\_

Equipment Available (Please Check Items Needed):  
\_\_\_\_\_ lectern \_\_\_\_\_ coffee pot  
\_\_\_\_\_ Large Screen TV \_\_\_\_\_ LCD projector  
\_\_\_\_\_ dry erase board and markers

Room Requested:

- Room A (Maximum Occupancy – 40)
- Room B (Maximum Occupancy – 40)
- Combined Rooms A and B (Maximum Occupancy – 80)

Will You Be Using The Kitchen?  Yes  No

**Please read carefully: By signing this agreement, I consent to returning the library facilities to a clean and orderly condition at the end of the meeting/event. I understand that I am responsible for the organization/event listed on this meeting room agreement form. Prior to signing this agreement, I have received, read and fully understood the attached Meeting Room Policy. I understand that my signature on this form indicates financial responsibility associated with the cost of repair or replacement of any library facilities, furnishings, or equipment damage.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Board of Trustees of the St. Marys Community Public Library reserves the right to limit meeting room use. Request for the meeting room does not automatically assure its availability and/or use. This form is subject to change and revision without notice.

-----For Staff Use Only-----

Today's Date \_\_\_\_\_ Amount of Fee Collected\* \_\_\_\_\_

Application Taken and Reviewed By \_\_\_\_\_

Revised and Approved by Board of Trustees 2/10/16 – Resolution 4-16



**Meeting Room Policy**  
**St. Marys Community Public Library**

Meeting Date:

Phone: 419-394-7471

Fax: 419-394-7291

E-mail: [stmaryshelp@seolibraries.org](mailto:stmaryshelp@seolibraries.org)

As a community service, the library makes its meeting rooms available for use by community groups when they are not being used for library-related activities. Meeting rooms are available to the public for civic, cultural, charitable, or educational programs. All meeting rooms are subject to availability and adherence to the following policies and guidelines.

**Availability and Cost:**

- The meeting room is available to community groups and organizations for morning, afternoon or evening meetings, Monday through Saturday provided the meetings begin during regular business hours.
- Hours for use are as follows:
  - Monday through Thursday:** 10 AM – 9 PM
  - Friday:** 10 AM – 5 PM
  - Saturday:** 10 AM – 2 PM
- The following groups will be charged \$20.00 per meeting for the use of either Room A or B or \$40.00 per meeting for use of both Room A and B.
  - Social Gatherings such as birthday parties and showers,
  - For Profit activities, includes sales and/or marketing
- If the meeting is cancelled by the library the fee will be refunded. If the group has to cancel the deposit will be applied to a future meeting date.
- Payment is due prior to use of room or rooms.
- Donations from any group are always welcome.

**Scheduling:**

- The “Meeting Room Agreement” form is available at the main circulation desk and/or online, and needs to be properly filled in before a room reservation is complete.
- If a library function necessitates use of the meeting room, this will take precedence over any other scheduled function. Every attempt will be made in that case to notify the group whose meeting is preempted in ample time for alternate plans to be made.
- Reservations cannot be transferred to or shared with other people or groups.
- Rooms cannot be reserved for days or times when the library is closed except by special arrangement.
- Attendance is limited to maximum room capacity.
- Meetings are scheduled on a first-come, first-served basis.
- It is strongly recommended that the meeting room be reserved at least one week in advance, but reservations may be made for anytime during the current calendar year.
- Regularly scheduled meetings must be re-booked on a yearly basis.
- In order to prevent any one group’s monopolizing the public meeting room, organizations meeting more often than once every two weeks cannot be accommodated.
- Groups are responsible for notifying the library of cancellation of a meeting in addition to notifying group members and/or the audience. The library does not assume the responsibility for posting signs about such cancellations.
- **Announcements or publicity about a program or meeting must include an address or telephone number other than the library as contact for information. Meetings shall not be publicized in such a way as to imply library sponsorship, unless the library is co-sponsoring the event.**
- Groups using the meeting room must not disrupt the normal functions of the library.
- The library will attempt to reach the contact person for the group if the building closes due to an emergency. If there is inclement weather, and the library is forced to close, all scheduled meetings will be canceled. Unscheduled closings are reported to local radio stations.
- According to the Code of Conduct the following is prohibited:
  - Use of tobacco in any form, while inside or within 30 feet of any library entrance;
  - Use of electronic cigarettes, tobacco and non-tobacco, while inside or within 30 feet of any library entrance;
  - Possession, sale, or use of alcoholic beverages or illegal substances on library property;

**Capacity and facilities:**

- Room size varies by need. Room A or B can accommodate up to 40 people while Room A and B combined can accommodate 80 people.
- The group using the meeting room is responsible for setting up chairs, tables, etc. and for returning these items to their original position at the conclusion of the meeting. If the library staff needs to set up the room (tables, chairs, equipment) there is a minimum charge of \$25.00.
- Restrooms and a drinking fountain are available adjacent to the meeting room.
- Kitchen facilities include: a refrigerator, a coffee pot and a microwave (**please monitor use**).
- Simple refreshments may be brought in, but may not be taken to other areas of the library. Groups serving refreshments are responsible for providing all serving utensils, and for cleaning up following their meeting.
- In all cases, the group representative who signs the meeting room agreement is responsible for leaving the meeting room and restrooms as they were found. All lights must be turned completely out, including spot lights, and exit doors locked.
- If use of the room necessitates extra janitorial service, the group will be billed for this service.
- The lighting of candles is prohibited.
- **No tape, thumbtacks or related adhesives are to be used on library walls or equipment.**
- Storage of personal property, equipment and/or supplies is not permitted in the library.
- The library would not incur any liability as a result of property that may be damaged or missing.
- Accidents or injuries must be immediately reported to a library staff member who will document the incident according to library procedures, but the library assumes no liability.

**Children:**

- When groups of children are involved in meetings or programs, there must be adult supervision at all times.
- Child care for children of adults attending meetings in the library meeting rooms is the responsibility of those adults.
- Adults in charge must be present before children arrive and must remain until all children have gone unless they are with parents or guardians.
- Programs shall be confined to the meeting room only.

**Entrance and exit:**

- Group leaders must arrive early enough to be present when the group arrives.
- During regular library hours, groups will enter and leave the meeting room through the library using the main entrance.
- If the meeting lasts beyond library closing time, with the exception of Friday and Saturday, groups must exit through a door on the east side of the meeting room as marked. On Friday and Saturday groups must leave by the close of the business day.
- The group leader is responsible for the checklist.

· **It is understood that the views expressed by individuals or groups using the meeting rooms are not necessarily those of the library board, its administration or its staff.**

· **The Library Board of Trustees reserves the right to amend this policy at any time. For good cause, the Library Director may waive any meeting room regulation and may deny or cancel any application for reservation of meeting room space.**