



# 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 \_\_\_\_\_ Email address \_\_\_\_\_

Group member other than applicant \_\_\_\_\_ Telephone \_\_\_\_\_

### LIBRARY MEETING ROOM POLICY

The Springfield-Greene County Library District provides meeting rooms for use by Federal, State, County or City agencies, Greene County nonprofit organizations and community organizations whose primary membership includes residents of Greene County.

Greene County businesses may reserve the rooms for internal employee training, Monday-Friday from 7:30 a.m.-5 p.m. (Opening times will vary for different locations.) Dates may be reserved no more than 60 days in advance.

Library District-sponsored programs and events shall receive priority.

The Library reserves the right to change or cancel reservations for meeting rooms. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible. The Library reserves the right to relocate a group to a different meeting room.

No admission may be charged.

Meetings must be open to the public, except that a public governmental body may hold a closed session pursuant to the provisions of RSMo 610.

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.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District and meeting room users are expected to fully comply with all applicable provisions of law. The District does not assume liability for injuries to individuals or damages to personal property which occur as a result of actions of the sponsors or participants in activities in its meeting rooms.

Reservations can be made on or after September 1 for any available date January through June of the next year and on or after March 1 for any available date July through December of the same year.

Groups may reserve a meeting room up to two times each month. Saturday and Sunday bookings are the exception, limited to once a month per group because of high demand.

Groups requesting more than an eight-hour block of time on any one day will need approval from a branch manager.

Meetings scheduled in Library buildings must be completed by closing time.

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Any group using a meeting room is expected to conduct its proceedings in a quiet, orderly manner in accordance with Library conduct policies.

Groups are to set up and take down tables as needed. Trash must be placed in receptacles and the room left clean. The Library will not store items for groups using the meeting rooms. The Library is not responsible for damage to, or loss of, personal items used or left in the meeting rooms.

Meals may be catered into all branches, except the Fair Grove Branch. Groups planning a meal event must pay a fee of \$20 in advance. The meal event fee is waived for meals catered by food service vendors leasing space through the Library District. Alcoholic beverages may not be served.

Hazardous materials including, but not limited to, paints, solvents and explosives are prohibited. Candles or open flames, except sterno for chafing dishes are prohibited.

Use of the Library's audiovisual equipment must be arranged at the time the room is booked. Arrangements for training on how to use equipment must be made in advance. 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 or do not abide by library policies.

Groups should be aware of the Library's weather closing policy.

The Library reserves the right to take photographs of events for its own records and for future promotional materials.

Due to the public nature of meeting rooms, booking requests shall not be protected as a library circulation transaction, but treated as public documents.

The Executive Director or her/his designees 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 rooms and agree to comply with them.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Application approved by \_\_\_\_\_ Date \_\_\_\_\_

**EACH GROUP SHOULD COMPLETE A NEW APPLICATION ONCE A YEAR**