

South Country Library
Community Room Application

Instructions: Please complete and sign this application after you have read the attached Meeting Room Policy. Your signature commits the organization to abide by the Meeting Room Policy, **particularly item #14**. This application must be filed at least one week in advance, but no more than one month in advance of the requested meeting date. Please return the application to the Reference Desk.

DATE of APPLICATION: _____

PART 1: Information about the ORGANIZATION	
Name of the Organization:	
Address of Organization:	
Phone# of Organization:	
Purpose of Organization:	
President/Chairperson of Organization:	
President's Address:	
President's Phone#:	
If members of the public want to contact the organization for further information, what phone number can we give them?:	

PART 2: Information about YOU, the APPLICANT	
Your Name:	
Your Address:	
Your Phone#:	
Your Position in the Organization:	

PART 3: Information about the MEETING ROOM REQUEST	
What day and date would you like to meet?	Day: _____ Date: _____
What time would the meeting begin and end? (Meeting Rooms must be vacated by 8:30PM on weeknights and by 4:30PM on weekends.)	From: _____ To: _____
How many people do you expect to attend the meeting?	
What will be the topic of the meeting?	
Name of the Speaker (if applicable):	
Will there be printed materials distributed in relation to the meeting? (If printed material is being distributed, you must submit copies to the Library in advance for approval.)	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART 4: Information about the ROOM SET-UP (There are two community rooms, Room A & Room B that can be joined to form one large room. The maximum capacity for the combined rooms is 86 individuals seated in rows. Room A holds 42 and Room B holds 44.)

How many chairs will be needed?	
How should the chairs be arranged? In rows or at tables?	<input type="checkbox"/> ROWS <input type="checkbox"/> TABLES
Do you require tables for display, materials, etc.?	<input type="checkbox"/> YES (If YES, HOW MANY? _____) <input type="checkbox"/> NO
Are you serving refreshments?	<input type="checkbox"/> YES (If YES, WHAT WILL YOU BE SERVING: _____) <input type="checkbox"/> NO
Do you need access to the kitchen?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the Organization/Speaker be bringing its own equipment, such as a lap top, and a person to operate it? (The Library may not be able to provide or operate equipment.)	<input type="checkbox"/> YES (If YES, WHAT EQUIPMENT: _____) <input type="checkbox"/> NO
Please mark the box next to any other items you will need:	<input type="checkbox"/> Lectern/ Podium <input type="checkbox"/> Blackboard/ Dry-erase board <input type="checkbox"/> VCR <input type="checkbox"/> DVD player <input type="checkbox"/> Piano <input type="checkbox"/> Other: _____

PART 5: APPLICANT SIGNATURES

A: INDEMNIFICATION AGREEMENT

In consideration for its utilization of the premises of the South Country Library ("Library"), _____ (Organization Name) hereby undertakes to indemnify, hold harmless and provide reasonable attorney's fees to the Library, for the defense of any claims and/or actions brought against the Library, its agents, employees, volunteers, and trustees, individually or collectively arising out of the _____ (Organization Name) use of the Library's premises including any claims or actions based upon the content of or representations made at the event held by _____ (Organization Name) within the Library's premises.

IN WITNESS WHEREOF, the governing board of _____ (Organization Name) has caused this Agreement to be executed by the President of the _____ (Organization Name) this _____ (date) day of _____ (month/year).

By _____
Signature of Person Making Application

B: MEETING ROOM POLICY

I have read and understand the Library's Meeting Room Policy. I understand that my signature commits the organization to abide by the Meeting Room Policy, **particularly item #14.**

X _____
Signature of Person Making Application

----- **LIBRARY USE ONLY** -----

Approved Disapproved

Signature of Director or Designee _____

Date: _____

SOUTH COUNTRY LIBRARY
MEETING ROOM USE

Initials _____

**Adopted by the Board on August 21, 1997. Revised Summer/Fall 2004.
Re-approved at January 20, 2005, Board Meeting. Revised 9/15/05; 4/4/06.**

All pages of the Meeting Room Use Policy must be initialed by applicant.

- 1) The primary purpose of the Library's meeting room is to serve as a venue for Library sponsored services, programs and activities.
- 2) Library services, programs and activities shall have priority over all other activities.
- 3) The Library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with Library related services, programs, or activities; or in the case of an emergency.
- 4) Permission to use the Library's meeting room may be granted to community groups, organizations, and individuals whose aims are Library connected; educational; cultural; and/or civic.
- 5) When a group is requesting to use the room for the first time, it should submit copies of its official literature and/or a letter on the organization's letterhead setting forth the organization's purposes.
- 6) Use of the Library's meeting room is subject to all applicable federal, state and local laws and regulations as well as policies promulgated by the Library's Board of Trustees.
- 7) Scheduling availability is to be solely determined by the Library. Such use shall be non-exclusive and shall be open to the general public. Preference shall be given to Library District based organizations and organizations whose membership is primarily comprised of Library District residents.
- 8) The room may not be utilized by political parties or representatives of political parties when the purpose of such is to promote a political agenda or candidate. In addition, the room is not to be utilized for the advancement of commercial or profit-making enterprises. Programs involving the sale, advertising or promotion of commercial products or services are prohibited.
- 9) The Library will not discriminate against any group wishing to utilize the Meeting Room and recognizes a group's free-speech entitlement to possess a "viewpoint" provided that such utilization is not undertaken to support a particular political party or candidate or for "political purposes."
- 10) Application to use the Library's meeting room must be made in writing by an adult on the form provided for this purpose at least one week in advance of the intended use, but not more than one month in advance.
- 11) Forms are available at the reference desk.
- 12) No application shall be considered officially approved until it is signed by the Library Director, or other person designated by the Board of Trustees, and returned to the applicant.
- 13) By executing the application, the applicant agrees to the release of the applicant's (or official contact's) name and telephone number to any person requesting information concerning an organization's activities or program.
- 14) The Library's permission to utilize the Meeting Room does not denote nor connote that an organization's beliefs are endorsed by the Library; no written materials provided by the organization are to indicate that the Library, in any manner, sponsors or supports the program/activity sought to be undertaken in the Library's Meeting Room.

Initials _____

- 15) All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director PRIOR to issuance or coverage to members of the group or others at least ONE week in advance.
- 16) The Library may only be cited mentioned as a location, not as the sponsor of an event nor as the headquarters of any organization, in all announcements or publicity relating to a meeting room event.
- 17) The Library's telephone number may not be provided as a source for the public to obtain further information regarding a non-Library sponsored event.
- 18) Any literature or other items to be distributed at a meeting must adhere to the Library Meeting Room policy.
- 19) If items intended for distribution are in violation of law or regulation, distribution of same is prohibited.
- 20) The applicant must certify that the meeting room shall be used only for the specific activity stated within the on the applications and for no other purpose whatsoever.
- 21) No activity, which in the determination of the Library Director or his/her designee, may disrupt Library operations will be permitted..
- 22) Applicants must not violate non-discrimination laws.
- 23) The use of videotape, DVD, computer programs, and other similar media, may not violate copyright laws. Presenters/Speakers may bring their own equipment or request to use the Library's equipment in advance. Library staff is under no obligation to assist with the use of the personal equipment of the Presenter/Speaker.
- 24) The responsibility for the maintenance of public order and safety at a meeting is that of the applicant.
- 25) Adequate responsible adult supervision shall be provided by the applicant. Groups whose membership includes minors must be supervised by responsible adults in a ratio to be determined by the Library Director.
- 26) The use of alcoholic beverages is prohibited.
- 27) Groups planning to serve refreshments during their meeting must receive approval from the Library Director at the time of application.
- 28) The group is responsible for complete cleanup after its meeting.
- 29) The meeting room must be left in a neat and orderly fashion.
- 30) If not, a written notice will be given to the applicant stating that a second offense will result in denial of further meeting room use.
- 31) The library does not supply office services such as photocopying or office equipment such as staplers, scissors, pencils, rulers or pens.
- 32) As the Fire Marshall has limited the capacity of the Meeting Room to 86 people (Section A-42 individuals; Section B-44 individuals), no group will be permitted an attendance greater than the prescribed limitations.
- 33) The Library Director, or designee, is authorized to order the termination of terminate any meeting or activity, making use of Library facilities in violation of any law or use regulation.
- 34) The Library Director, or designated representative, is authorized to call upon the appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action.
- 35) Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.
- 36) The meeting room must be vacated by 8:30 p.m. weeknights and by 4:30 p.m. weekends.

Initials _____

- 37) Whenever the Library is used, there is the possibility that persons may be injured and may bring legal action against the Library Board of Trustees, Library employees, and/or the contracting organization, group or individual for personal liability.
- 38) It is possible that organizations, groups, or individuals using the property may be sued for personal injury.
- 39) Each organization, group, or individual should, therefore, protect itself by having a temporary insurance policy insuring it against such legal action.
- 40) The signature of the applicant on the meeting room use application is acknowledgment by the organization, group or individual that it recognizes this responsibility.
- 41) The applicant is to execute a hold-harmless/indemnification agreement in favor of the Library, its Board of Trustees, and its employees from any liability, or claim, action or loss arising from the applicant's use of the meeting room to include the cost of legal fees, costs, or expenses incurred by the Library in connection with defending any claim or action claim from the applicant's use.
- 42) The signature of the applicant on the meeting room use application is acceptance by the organization, group, or individual of the indemnification responsibility.
- 43) No admission fees may be charged; no donations may be solicited or accepted; nor may any items be sold except for books or audio/visual material sold in conjunction with an author's talk or musical performance, which must be approved in advance by the Director.
- 44) Use of the facilities will not be granted for fund-raising purposes, except as may be permissible under law and with the explicitly consent of the Library Board of Trustees. Such permission shall be deemed extraordinary.
- 45) The Library is not responsible for the safeguarding of any supplies, equipment, or other items owned by the applicant or by persons attending the applicant's activity.
- 46) The Library will not store materials for any applicant. Items left in the Library will be considered abandoned property and will be disposed of in accordance with standard practices.
- 47) The applicant will, in any written materials provided, and orally at the commencement of the program indicate that any program participant, speaker, presenter or performer is neither an employee nor agent of the South Country Library; and that the South Country Library does not necessarily endorse any representations or positions by the entity utilizing the Meeting Room.

I _____ have read the above policy and will abide by it.
Violations of this policy may lead to the library's canceling the use of the meeting room.

Signature and date _____