

## MEETING ROOMS POLICY

The meeting rooms in the Hamburg Township Library are available without charge to non-profit organizations for recreational, cultural, and civic purposes. Rooms are not available for partisan political rallies or for purely social occasions.

Profit-making organizations may use the rooms for a fee of \$25.00 per hour (whole hours only, no partial hours), which must be paid at time of reservation. Sales or the distribution of merchandise for sale will not be allowed except in conjunction with library programs. Profit-making organizations must provide proof of an appropriate level of insurance with the Library named as additional insured. No refunds will be made unless the library must close due to an emergency situation.

All groups using the rooms must be under adequate adult supervision with an adult in attendance at all times.

Groups wishing to use the rooms must **fill out an application a minimum of one week prior to use**. The contact person listed on the application will be notified of approval. The rooms must be vacated at least 15 minutes prior to closing of the building. In rare circumstances, an organization may be approved to use the meeting room when the library is closed; such usage will be approved only by the Director or his/her designee. In this case, a charge of \$25.00 per hour will be made, as the use of the meeting room requires library staff to open or close the building.

No admission fee is to be charged for meetings or exhibits. A non-profit fee to cover cost of light refreshments, expenses for a speaker, film rentals, etc. may be charged with approval by the Director.

**Clean-up is the responsibility of the individual organizations.** Light refreshments may be served in community rooms only. The group must provide its own utensils for serving and preparation. Alcoholic beverages and anything red may not be served.

**Meeting room set-up and take down is the responsibility of the Library staff.** Items to be displayed shall not be taped or tacked to the walls or folding partition. The library assumes no responsibility for any materials on display. The sponsoring group is responsible for supervision and security. The group must also assume responsibility for any necessary insurance for loss, fire, and damage.

Groups using the room agree to indemnify and hold harmless the Hamburg Township Library and/or Hamburg Township, representatives and all parties involved, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the rooms, their furnishings, or equipment. **Groups using the rooms are responsible for the condition of the rooms. They will be billed for any damage to the room as result of their use.**

By applying for use of the meeting rooms the sponsoring group acknowledges that its activity is not sponsored by the Hamburg Township Library and/or Hamburg Township and agrees that they will not identify the above organizations as parties associated in any way with their group's activities in any of their literature or publicity. The sponsoring organization is responsible for all promotional activities (fliers, publicity, registration, etc.).

Upon adequate notice, the Library reserves the right to withdraw permission for the use of any meeting room. The program and meeting needs of the library will take precedence over meeting room use requests made by other community groups.

## **MEETING ROOM REQUEST FORM**

Groups wishing to use the rooms must fill out an application a minimum of one week prior to use. The contact person listed on the application will be notified of approval. Meeting rooms may be reserved no more than three months in advance. To allow for equitable distribution of room space, rooms may be reserved for a maximum of three consecutive months.

Meeting rooms and capacities are available as follows:

Patricia Waters Community Room A (w/ screen) Capacity: 25

Patricia Waters Community Room B (w/sink) Capacity: 25

\*Community Rooms A and B can be combined. If this is needed, please note this on your application.

Groups using the rooms are responsible for staying within the capacity of the rooms. Equipment available at the Library: Projection screen, television, DVD, VCR, overhead projector, video data projector, marker boards, podium with microphone, coffee makers, microwave oven, refrigerator, sink.

## MEETING ROOM REQUEST FORM

### *To be filled out by applicant:*

Today's Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Position in organization: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Full Mailing Address/P.O. Box #: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

Date of use: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time of use: \_\_\_\_\_

Number attending: \_\_\_\_\_

Equipment needed: \_\_\_\_\_

Refreshments being served: \_\_\_\_\_

Is organization: Profit \_\_\_\_\_ (attach insurance certificate + payment) Non-Profit \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

### *To be filled out by library staff:*

Approval by library: \_\_\_\_\_

Damage noted: \_\_\_\_\_