

# 2023 Application for Meeting Room/Pavilion Use

Group Name \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Conference Room   Meeting Room   Pavilion (circle)   Date & Time Requested \_\_\_\_\_

Purpose of Meeting/Program \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Second Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

The names and home numbers listed on this form may be released to patrons with inquiries concerning the meeting?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

The purpose of this meeting/program listed on this form may be published on the library website calendar?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

I understand the policies governing the use of the library meeting rooms, equipment and pavilion, and agree to comply with them.

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

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

*Library Director*

## Library Community Meeting Room/Pavilion Policy

The following applies to the community meeting room, the conference room and pavilion used for the aforementioned purposes.

1. The Morgan County Library community room, conference room and pavilion are available for use on a reserved-only basis to organizations, government agencies, and groups engaged in educational, cultural, or civic activities. *Library District-sponsored programs and events receive priority. The Library reserves the right to relocate a group to a different meeting location.*
2. There is no charge for the use of the community room, conference room and pavilion, and any group using these rooms may not charge admission.
3. With the exception of the Friends of the Morgan County Library, the Morgan County Library Board of Directors, and other library support groups, the community and conference rooms and pavilion are not available for commercial or profit making purposes. Such commercial use includes, but is not limited to, programs or presentations designed to promote the purchase of products or services. In addition, personal events, such as birthday parties and bridal showers, are not allowed.
4. Request is made for the room(s)/pavilion by completing a Meeting Room/Pavilion Application form available at the Library Circulation Desk. The room/pavilion date(s) may be reserved no more than 60 days in advance.
5. The Library Director will review all requests for meeting room/pavilion use and determine eligibility prior to granting approval.

6. Approval to use a meeting room/pavilion does not imply the Library's endorsement of the group or organization, its policies or beliefs. Neither the name nor the address of the Library may be used as the official address or headquarters of any organization that uses a Library meeting room or pavilion.
7. An adult, at least 18 years old, must be responsible and in attendance. The individual initiating the request for the room(s)/pavilion will be considered the official representative of the group and will assume responsibility for communicating meeting policies to the group.
8. Any group using a meeting room/pavilion is expected to conduct its proceedings in a quiet, orderly manner and not be disruptive of normal library functions.
9. Tobacco use, alcoholic beverages, and illegal drugs or substances are prohibited on Library premises.
10. Light refreshments are acceptable and may be served in the community room or pavilion only.
11. Groups using the Library meeting room(s)/pavilion are responsible for basic cleanup and returning the area to order. No library furniture can be taken out to the pavilion for use. Trash must be placed in receptacles and the room/pavilion left clean. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for damaged, lost or stolen items used or left in the meeting room(s)/pavilion.
12. Damages to the premises, equipment, or furnishings as a result of meeting room/pavilion use will be charged to the group responsible. Fees for excessive cleanup may also be charged. The group or organization and its members, jointly and individually, will assume and bear full responsibility for loss of, injury to, or damage to any MCL property caused or inflicted by the organization, its members, affiliated persons, guests or invitees.
13. The library is not responsible for lost or stolen items.
14. If a key has been issued, it is to be returned to the Library Circulation Desk if the Library is open or after Library hours returned in the overnight books drop box.
15. Failure to comply with this Policy may result in denial of future use of the Library community meeting room or conference room and/or immediate removal from the meeting room(s).
16. If a meeting is cancelled, please notify the Library as soon as possible at 573-378-5319
17. If the library closes, due to an emergency, all programs/events in the community room will be cancelled.
18. If the stated purpose of the meeting is not approved for all ages, the recommended age must be advertised by the group responsible for the meeting.

***Revised by Library Board of Trustees on June 8, 2023 in compliance with 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors.***

I have read and agree to the above Policy set by the Morgan County Library Board of Trustees.

Date\_\_\_\_\_ Name\_\_\_\_\_