

# COMMUNITY ROOM APPLICATION

*The Morgan County Library extends its facilities, including the Community Meeting Room, Conference Room, and Pavilion, to community groups free of charge for educational, cultural, and informational activities when not in use for library purposes. It is important to note that the library's provision of these spaces does not signify endorsement of the viewpoints expressed.*

Guidelines for the utilization of the community meeting room, conference room, and pavilion are as follows:

1. These spaces are reserved for educational, cultural, informational, or governmental/civic activities, such as public lectures, workshops, and panel discussions, with priority given to Library District-sponsored programs. The library reserves the right to relocate groups to alternative meeting locations.
2. The use of the facilities is free of charge, but activities involving the sale, promotion of commercial products, or personal events like birthday parties are not permitted. No admission fees or monetary solicitations are allowed unless sponsored by the Library, Board, or Friends Group.
3. To reserve a room or pavilion, complete the Meeting Room/Pavilion Application form from the Library Circulation Desk or the website. Reservations can be made up to three months in advance, with some exceptions approved by the Library Director. Walk-in use is allowed if space is available during open hours.
4. An attending adult of at least 18 years must be present at all times. The individual initiating the reservation will be the group's official representative, responsible for communicating meeting policies.
5. The library premises prohibit the use of tobacco, alcoholic beverages, drugs, or illegal substances.
6. Light refreshments are permitted in the community room or pavilion exclusively.
7. Groups using the meeting rooms/pavilion are responsible for any damages, cleanup, and returning the area to its original state. Equipment brought in must be removed afterward, and no library furniture can be taken outside.
8. Groups are liable for damages, excessive cleanup fees, and any loss or damage to Library property caused during their use.
9. Groups using the library rooms should indemnify and hold harmless the Library, its trustees, officers, agents, and employees from any losses or damages arising from their activities.
10. Keys, if issued, must be returned to the Library Circulation Desk or the overnight drop box after use.
11. In case of a meeting cancellation, prompt notification to the Library is required. If the library closes due to an emergency, all scheduled programs in the community room will be canceled.
12. Non-compliance with the policy may result in denial of future room usage or immediate removal from the premises.
13. Exceptions to the rules may be granted by the Library Director or designee, with appeals directed to the library Board of Trustees.
14. Organizations reserving rooms must adhere to age-appropriate designations on event publications, websites, or advertisements as specified by Missouri State Regulation 15 CSR 30-200.015.

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

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

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

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

Phone \_\_\_\_\_

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*

*Revised by Library Board of Trustees on August 8<sup>th</sup>. In compliance with 15 CSR 30-200.015 Certification for Protection of Minors*

