

EPL MEETING ROOM REQUEST FORM

Organization's Name:

Organization's Address:

Organization's Contact E-Mail:

Please Specify: Library Related Government Agency Not for Profit

Nature of the Meeting:

Meeting Date: Start Time: End Time:

Room Requested: Study Room 1 Study Room 2

Rebecca Eaton Conference Room Edith Coffman Conference Room
 Event Room

Est. Number of Attendees:

Number of Chairs Needed Number of Tables Needed:

***Please Note:** *Your group is responsible for their own room set-up and breakdown. The Library does not provide facilities services for room usage. Please review the following guidelines:*

Liability for Use of Facility: In consideration of the Eaton Public Library lending the above specified room(s) to the undersigned on the date and time specified, the undersigned hereby expressly agrees to indemnify and hold Eaton Public Library harmless from all claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including attorney's fees arising out of, or resulting from occupancy or use of the aforementioned premises by the borrower.

I have read the policies and guidelines for the use of the Meeting Room(s) and agree that my group will follow the rules set forth.

Organization's Officer or contact person:

Name: Title:

Address:

Phone Number: Cell Home Office

Signature Date signed

STAFF USE ONLY

Approved by: Date:

Date Booked: Entered by: Room:

Modifications or restrictions if any:

Disapproved by: Date:

Reason:

Meeting Room Policy

Eaton Public library (the library) has 5 distinct areas which are available for use by the public as meeting rooms.

The Multi-purpose Room can hold up to 100 people and has an adjacent kitchen facility. This room has audio/visual equipment.

The North Program Room and South Program Room can each accommodate a small group (up to 12) and include meeting tables and chairs. These rooms have access to the restrooms on the main floor. Entry and exit from these rooms after normal library hours will be via the doors on the north side of the building.

Each of the two Study Rooms has a table and seating for no more than four people. Access is from the main collection area and they are intended for quiet study and meetings.

Library events take precedence over any other event. Rooms are available for public events during normal hours of operation. No admission fees can be charged or collected. The rooms are not available for use by for-profit groups or for sales of any type unless it is in conjunction with a library program and has received prior approval by the library director.

Users may not enter the room to prepare for their booking prior to the time they have reserved if the room is already occupied. All users must vacate the room by the prearranged time specified in the reservation. Failure to do so may be grounds to deny further use of the library meeting rooms for the group or individual responsible for the booking.

Rooms are free of charge as long as there is no additional cost to the library. A cleaning or damage fee will be charged to the responsible applicant if the room and its equipment are not returned to the condition in which they were found unless directed differently by staff. The using group is solely responsible for setup and tear down. Reservations will be taken on a first come first serve basis and can be made up to 3 months in advance.

A group may extend their reservation to six months upon approval by the Library Director if the demand for the same time slot is minimal. Permission to use the rooms does not constitute an endorsement by the library of any groups' policies or beliefs. All publicity for an event held at the library must be approved by the Library Director before it is circulated and must include the following statement: "The Eaton Public Library does not endorse or advocate the views of any group using our Meeting Room." Failure to obtain approval may result in cancellation of the reservation.

Use of Alcoholic beverages is prohibited. The Library is a NON-SMOKING building.

Groups may supply and serve light refreshments. All consumable products are the responsibility of the group and will not be furnished by the library. The library does not assume responsibility for lost or stolen articles, damage to property or injury to persons or groups using the rooms. The meeting rooms may not be used for activities which might disturb regular library functions. The library reserves the right to stop meetings that are disruptive to normal library operations.

The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors. Applicant and program participants are expected to conform to the Library's Conduct Policy, copies of which are available upon request. The responsible party must fill out an application to use a meeting room which can be obtained at the library circulation desk from staff. The user must have a valid High Plains Library District library card. Prior permission is required on a case by case basis for use of the meeting room beyond normal library hours. Infringement of any meeting room regulations shall be grounds for denial of any future use of the library meeting space. If a meeting doesn't begin or end during normal library hours an approved person will have to be present. There may be a charge for this. A library staff person must be present while the building is in use. Each group is responsible for their room setup and breakdown. The Library does not provide facility services for room usage. Please review the guidelines. The library director reserves the right to deny use of any room at his or her sole discretion.