

## VI. Meeting Room Policies

The Meeting rooms may be reserved for use by educational, civic, cultural and governmental groups, which are non-profit and non-commercial. All meetings held in the rooms are open to the public. Priority for room use will be given to library sponsored or related programs.

### Regulations Concerning Use of the Ashland or Pleasant Plains Meeting Rooms

- Applications from organizations for the use of the meeting room are to be made on the library's request form at least one week prior to the meeting date. The Library reserves the right to accept or reject any applications.
- Reservations will be made by a responsible member of the organization who will see to it that all regulations are followed. Groups of high school age and under must be sponsored by and their meetings attended by an adult.
- The Library will inform groups using this room that they will comply with American Disabilities Act (ADA), and are responsible for providing their own qualified interpreters or auxiliary aids.
- It is requested that neither regular scheduled meetings (such as monthly business meetings) nor scheduled use of the room be made more than three months in advance. Exceptions can be made at the discretion of the Library Director.
- Applicant will be responsible for discipline and reasonable care of the room and furnishings and will pay for any damage.
- The applicant is responsible for setting up the room ahead of time. Library furnishings and equipment will be available in the room one hour before scheduled use prior to the closing of library hours.
- The meeting room must be left clean and orderly.
- The library is not responsible for equipment or supplies owned by the group and used in the library, all of which must be moved in and out by the organization using the room.
- No smoking or alcoholic beverages are allowed on the premises. (Unless pre-approved by Board of Trustees, i.e., special programming)
- The meeting rooms are available during regular library hours. Room use must not disrupt regular library business.
- Exclusive use of the **Ashland Meeting room** is available during hours the library is not open to the public. For this type of use there will be a rental fee of \$15.00 per hour (one hour minimum). This will pay for the library's cost of maintaining a paid library employee on duty and utilities during the program. A deposit of \$15.00 is required at time of application with balance due at the conclusion of the meeting.
- The **Pleasant Plains Meeting room** is available after regular library hours. Arrangements to obtain a key must be made in advance. A padded envelope is provided to return key in book drop after the meeting is over.

**PRAIRIE SKIES PUBLIC LIBRARY DISTRICT  
APPLICATION FOR USE OF THE MEETING ROOM**

Library Location \_\_\_\_\_

Date of application \_\_\_\_\_ (At least one week prior to room use)

Date of Meeting room use \_\_\_\_\_

Time of use: From \_\_\_\_\_ to \_\_\_\_\_

Name of organization or group \_\_\_\_\_

Expected attendance \_\_\_\_\_ (Occupancy limited by room size)

What equipment will be brought into the Meeting room by the organization?

\_\_\_\_\_

THE APPLICANT IS RESPONSIBLE FOR ARRANGING THE ROOM AS REQUIRED FOR THE MEETING. ALL FURNITURE AND EQUIPMENT WILL BE AVAILABLE IN THE ROOM ONE HOUR BEFORE THE SCHEDULED USE TIME PRIOR TO THE CLOSING OF LIBRARY HOURS.

Is this organization non-profit and non-commercial? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this meeting open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain \_\_\_\_\_

I have read and understand the attached policy regulating the use of the Meeting room and agree to use the room in accordance with the regulations established by the Library Board of Trustees

\_\_\_\_\_

Print name

Signature

Contact Phone # \_\_\_\_\_

Position in Organization \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_