

RESERVATION REQUEST FORM FOR USE OF MEETING ROOM

Preble County District Library
Eaton Branch Library
301 North Barron Street
Eaton, Ohio 45320-2402
937-456-5401 (Phone)
937-456-4774 (Fax)

Eldorado Branch Library
150 N Main Street
Eldorado, Ohio 45321
937-273-5120 (Phone)
937-273-5120 (Fax)

Procedure: Meeting Rooms

- 1. Persons wishing to use any Library meeting room space will make arrangements at least one week in advance with the Reference Department for the Eaton Branch's meeting room and/or the Eldorado Branch Librarian for the use of the Eldorado Branch's meeting room.
2. Appropriate forms must be returned to the Reference Department and/or the Eldorado Librarian before the room can be reserved.

Name of person agreeing to assume responsibility for facility: _____

Address, City/State, Zip Code: _____

Telephone Number(s): () () Fax: _____
(day) (evening)

Purpose of Meeting: _____

Organization the applicant represents: _____

Mailing Address, City/State, Zip Code, Telephone Number: _____

Name of Chief Officer, Telephone Number: _____

Address, City/State, Zip Code: _____

Description of Organization: _____

Day/Time requested: _____, _____, from _____ to _____
(Day of week) (Date) (Time) (Time)

Estimated Attendance: _____

Will refreshments be served? _____

Equipment requested (please place a check before the equipment you require):

Eaton: _____ tables, rectangular (7) _____ 30 chairs (30) _____ easel _____ projection screen
_____ equipment cart with computer _____ Internet connection and speakers
_____ computer projector (by request only) _____ laptops (4)

Eldorado: _____ tables, rectangular (4) _____ chairs (25) _____ easel (by request only)
_____ equipment cart (by request only) _____ computer projector (by request only)

I assume responsibility for damage or loss of equipment. I have read the "Use of Library Premises Policy" and accept responsibility for the area. I attest that I have read the rules therein and agree to comply with said rules.

Signature Date

FOR LIBRARY USE ONLY:

Application approved: _____ Yes _____ No Signature of Librarian: _____

Fee of \$ _____ paid (cost of cleanup, only charged if refreshments are to be served at meeting)

Use of Library Premises Policy

The Preble County District Library maintains meeting room facilities at the Eaton Library and the Eldorado Library. Meeting rooms are intended to further the library's mission by facilitating the exchange of diverse information and ideas.

The primary purpose of meeting rooms is to promote library services through programs, meetings and other library activities presented by library staff, the Friends of the Library or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space will be available to the public for governmental, non-profit, civic, cultural, or educational programs or meetings. Trade or professional associations are interpreted to be educational groups. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. By special arrangement the Village of Eldorado holds its government meetings on a regular basis at the Eldorado Library's Meeting Room. The library does not advocate or endorse the viewpoints of any group or individual. Artistic performances by individuals will be permitted only when co-sponsored by the Library.

The terms for public use of meeting rooms are:

- All meetings must be open to the public.
- No admission fees will be charged. No products or services may be advertised, solicited, or sold in library meeting rooms or on library property. No collections may be taken.
- Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who do not pay fees.
- Only fund-raising events sponsored by the library, Friends of the Library or other organizations affiliated with the library are permitted.
- Meeting room programs must not interfere with library operations/programs.
- The use of the library premises for private social functions such as parties or receptions is not permitted.
- The library assumes no liability for theft or damage to property brought onto library property or for injuries occurring as a result of actions of sponsors or participants in activities in the meeting rooms.
- Meeting room space is intended for specific events rather than for regularly scheduled, ongoing meetings. Use of a space with a frequency of once a month or greater will be considered a regularly scheduled meeting. For regularly scheduled meetings, the meeting room may be reserved no more than 12 weeks in advance. Other reservations will not be accepted more than 6 months in advance.
- Persons or groups must submit a completed "Reservation Request Form for Use of Meeting Room" to either the Eaton Library or the Eldorado Library (depending on the meeting room desired) at least one week before the event. The reservation is not completed until the form has been submitted and approved.
- All meetings must be completed thirty (30) minutes before the library closes. The library meeting spaces are scheduled for specific times in half-hour increments. Meetings and events as well as the time required to prepare the room (personal equipment or materials placement, refreshments, registration, etc.) must be planned to begin and end within the prearranged times.
- Permission to use the rooms includes ordinary use of the furniture and fixtures including chairs, tables, and other equipment.
- Users are responsible for cleaning up and restoring the room to its original condition before leaving.
- The library will not have assistance available at the time of the event to modify the room arrangement.
- The individual or group reserving the meeting room shall be responsible for any damage to or loss of library property.
- If refreshments are brought in, a custodial fee of \$10.00 per meeting will be charged for the additional cleaning.
- No smoking or alcoholic beverages are allowed in the library.
- Nothing may be affixed or mounted in any way to the walls.
- If a group reserving the room cancels a scheduled meeting, the applicant must inform the library or administrative office as quickly as possible and 24 hour advance notice is appreciated.
- No individual or group may state or imply Library endorsement or sponsorship of events in the library meeting rooms without written approval from the Library Director.
- The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. The library reserves the right to cancel a reservation if the space is required for use by the library or a library-related organization. Except in an emergency, 48 hours' notice will be given if the library needs to make any cancellation. The Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation.
- Failure to comply with meeting room policy or rules may result in loss of meeting room privileges including immediate termination of a meeting by appropriate library personnel.