

*Adult Meeting room capacity of 25 persons and Family Activity Room capacity of 11 persons due to COVID-19. Please note that availability of room is subject to change due to State and/or County guidelines.*

Date \_\_\_\_\_ Staff \_\_\_\_\_  
MR \_\_\_\_\_ SR \_\_\_\_\_ FAR \_\_\_\_\_

## **Application for Meeting Room Use**

Name of Organization \_\_\_\_\_

Name of organization liaison \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

# of Persons expected \_\_\_\_\_ # of Youth \_\_\_\_\_ # of Adults \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Requested \_\_\_\_\_

Do you plan to serve refreshments? \_\_\_\_\_

PLEASE READ THE ATTACHED MEETING ROOM POLICY AND SIGN BELOW.

The meeting room of the HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT is available for use, without charge, by not-for-profit, non-commercial corporations, civic groups or organizations/businesses located within the public library district. The authorized use of said meeting room shall be in accordance with the following guidelines, conditions and requirements.

The meeting room availability is subject to library programming, which has priority.

The meeting room shall be available for use only during the hours the library facility is open to the public. The room must be cleared at least 15 minutes before closing time.

The meeting room has a capacity of 40 persons maximum. The Family Activity Room in the Youth Services department has a capacity of 32 persons maximum.

Meetings must be open to the public, without charge for admission. A reasonable charge may be made for materials and for reimbursement of expenses relating to recreational/education programs, provided that the group or organization first submit with its application, an acceptable schedule of such reasonable charges.

Requests for use of the meeting room shall be made with the Director, and is contingent on library programming. Separate requests must be made each time a group or organization intends to use the meeting room. Requests are made on the form provided by the library.

In no case may the permission or authorization that has been issued to one group or organization for use of the meeting room, be transferred or assigned to another group.

The failure by any scheduled organization to give advance notice to the Director of any cancellation

of reservation may result in the denial of future requests made by such group or organization.

The use of food and refreshments must be approved in advance as part of the request process. It shall be properly supervised by a representative of the group or organization to ensure that the area will be restored to a clean and orderly condition prior to the group's departure. A refundable cash deposit may be required and a charge made if the premises are damaged in any way or not cleaned to their original condition. All property of the group, and of its members, and of its guests and invites, must be removed from the library premises prior to the group's departure.

Library equipment may be used, only with prior approval.

Smoking is not allowed anywhere in the library building.

The scheduled group or organization, and its members, shall be responsible for the damage or loss of any kind caused to the meeting room or to any of the library facilities or property.

The HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT, its trustees, officers, employees and agents shall not be responsible, obligated or liable in any way for the loss, damage, mutilation or destruction of any property or belongings brought to or left upon the library premises by the schedule group or organization, or by any of its members, guests, or invites.

All use of the meeting room and any of the library facilities and property, automatically shall be canceled on days when the library building must be closed due to inclement weather or other emergency conditions.

The continued use by any group or organization of the meeting room or any of the library facilities or property, is subject to and contingent upon the group's proven ability and willingness to take proper steps to protect and preserve library property; and to ensure complete safety to all occupants and users of the library facilities and property, and to observe and comply with all established rules and regulations governing the use of the library facilities and property.

If at any time the Director, in his/her opinion, determines that any group is misusing the library facilities or property, the Director shall bring such misuse or misuses to the attention of the group, or its representative, in an attempt to obtain the cooperation of the group to discontinue and prevent such misuse or misuses.

Organizations using the meeting room must comply with applicable ADA requirements and are responsible for meeting those requirements and any occurring costs.

Use of the library meeting room by any organization does not constitute library sponsorship or endorsement of the group or its activities. Advertisements or announcements that either directly or indirectly implies otherwise are prohibited.

The following activities are prohibited:

1. The sale, promotion or advertisement of a commercial product.
2. Activities or use of words which are defamatory or which incite people to violence.

The undersigned, hereby, acknowledges and consents to the conditions and requirements herein set forth, and request permission to use meeting space in the Homer Township Public Library.

I understand, agree and acknowledge the attached policies:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_