



## Library Meeting Room Application

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

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Event or Program: \_\_\_\_\_

Meeting date(s) - groups may **ONLY** book three months in advance

Jan. \_\_\_\_\_ Feb. \_\_\_\_\_ Mar. \_\_\_\_\_ Apr. \_\_\_\_\_ May. \_\_\_\_\_ Jun. \_\_\_\_\_

Jul. \_\_\_\_\_ Aug. \_\_\_\_\_ Sept. \_\_\_\_\_ Oct. \_\_\_\_\_ Nov. \_\_\_\_\_ Dec. \_\_\_\_\_

Meeting Day: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Location Requested:       Library Floor       Meeting Room (Maximum 80)

Any Room Setup Requirements? \_\_\_\_\_

Target Audience:       Adults       Seniors Only       Children      Age Range: \_\_\_\_\_

Do attendees need to pre-register at the library?       YES      or       NO

Will food be served?       YES      or       NO

I have read the Meeting Room Policies and agree to abide by the conditions set forth.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Library Use Only

Date Reviewed: \_\_\_\_\_ Approved \_\_\_\_\_ or Denied \_\_\_\_\_

Approved By: \_\_\_\_\_



## Meeting Room Policy Of the Millington Public Library

The Millington Public Library (MPL) is pleased to offer free meeting room space for local non-profit, tax exempt, civic or cultural groups and organizations, during business hours.

All programs or meetings must be free and open to the public, and must not disrupt the use of MPL for others. Permission to use the library meeting rooms does not imply library endorsement of the views, aims, policies or activities of any group or organization.

The meeting room will not be used for:

Non-library groups soliciting business or actively selling items or services.

Fundraising activities or events, except those sponsored by the library.

The MPL does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age, or physical limitation.

The MPL reserves the right to reassign an organization to a different date if the room is needed for a library sponsored activity.

Time limit for meetings is two hours, unless other arrangements are made with the library manager.

### Guidelines:

Groups are limited to **one reservation per month** to ensure that meeting room space is available to as many organizations as possible.

Groups can reserve meeting rooms up to **three months** in advance of their meeting. Call to book an additional three month block during the last month of your current booking.

Meeting rooms will be booked on a first-come, first-served basis.

The MPL must be notified in advance of any meeting cancellation, or change in name or phone number of the designated contact person for the group. Failure to comply with this policy may result in the non-acceptance of future bookings.

The meeting rooms must be left in the order in which they were found. Tables and chairs may be rearranged, provided they are returned to their original arrangement at the end of the meeting. A fee will be charged to users for damages or special cleaning as determined by the library director.

Any group that plans to invite an outside speaker to their meeting must inform the MPL, one week in advance, and provide a copy of any planned promotional materials that includes the name and address of the MPL.

Organizations may be asked to provide 501 © 3 or exempt number.

Revised 4/18/2018