



Library Meeting Room Application

Name of Organization/Group: _____

Name of President/ Chairperson: _____

Brief Description or Purpose of Meeting: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Non-Profit Organizations, please provide Not-For-Profit Tax ID: _____

List Meeting date/time (s):

Will these meetings be recurring? No ___ Yes, Monthly? ___ Quarterly? ___

Will food be served? No _____ or Yes _____

Each organization is responsible for room set-up for the meeting. The library almost always has at least one table and six to eight chairs already out/available for use. Leave the room in the manner in which it was found. Please contact the Library at (901)872-1585 to cancel your room reservation.

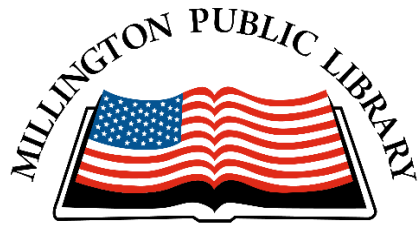
I have read and understand the Meeting Room Policy and agree to abide by the conditions set forth.

Applicant's Signature: _____ Date: _____

For Library Use Only

Date Reviewed: _____ Approved _____ or Denied _____

Approved By: _____



Meeting Room Policy

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 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.

Guidelines:

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

Groups can reserve meeting rooms up to **three months** in advance of their meeting.

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

Meeting rooms will be booked on a first-come, first-served basis. Library-sponsored activities are always scheduled before an outside organization's events, and the Library reserves the right to reassign an organization/group to a different date if the room is needed for a library program.

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.