

APPENDIX K- PUBLIC USE MEETING ROOM AGREEMENT

Group _____

Representative Completing Form _____

Address _____
(Street, City, State, ZIP Code)

Phone Number _____

Library Card Number _____

Day & Date of Reservation _____

Beginning & Ending Times _____

Standing Reservation (2Months Max.): _____ One-Time Use: _____
Other (Please describe): _____

Proposed Activity _____

Expected Attendance _____

Materials to Be Distributed _____

Will refreshments be served? _____ (The group is responsible for cleanup.)

This agreement is executed between the representative of the group, both named above, and the Morris Area Public Library District for use of meeting space within the Morris Area Public Library at 604 Liberty Street, Morris, Illinois 60450. This agreement will be effective for only the dates and times specified above, and for 2 months only in the case of standing reservations. This agreement is renewable by mutual agreement, and may be cancelled by the library at any time for any reason. **The Library must be notified as soon as possible when any group will not be using the meeting room on their scheduled day and time. If the applicant cancels their event a week or more prior to the event, the library will refund the reservation fee.**

Shut-down and clean-up is the responsibility of the group. There will be a checklist provided with expectations of clean-up and break down. The Library will not be responsible for damage or loss of materials used or left in the building.

Signature of Applicant

Approved by Public Services
Coordinator

Date

Date

FOR LIBRARY STAFF USE ONLY BELOW THIS LINE

BASE FEES FOR MEETING ROOM USE (CHECK ONE)

_____ **Library Card holder--\$0.00**

_____ **Non-Residents --\$50.00**

_____ **Commercial Use--\$100.00**

TOTAL FEES DUE _____

PAID ON _____

_____ **CASH**

_____ **CHECK**

_____ **CREDIT CARD (E-PAY)**

STAFF COMPLETING THIS FORM _____

MEETING ROOMS

PRIORITIES FOR USE:

Should there be several groups wishing to use the same rooms at the same time, priorities for granting use will be as follows:

1. Morris Area Public Library District and library affiliated/sponsored groups.
2. Non-profit educational, informational, cultural or civic groups and organizations having at least one adult member who holds a Morris Area Public Library District card.
3. Non-profit educational, informational, cultural or civic groups and organizations without an adult member who holds a Morris Area Public Library card in good standing (under \$5.00 in fines and fees).

4. All others. FEES:

1. MAPLD Cardholders - \$0.00
2. Non-MAPLD Cardholders/Non Profit (501c3) - \$50.00
3. Commercial Use/For Profit - \$100.00

No fee may be charged, no collection may be taken, and no purchase may be required of those who attend.

RULES FOR USE

1. Rooms must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.
2. The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups, except those sponsored by the Library, must provide their own support for preparation and clean up.
3. It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces.

4. The use of firearms or hazardous materials is not permitted at any time.
5. Use of tobacco products or of alcoholic beverages is not permitted at any time.
6. The multipurpose room holds up to 50 people and the auditorium up to 125.
7. No meeting shall start prior to 30 minutes after the Library's opening time.
8. No meeting shall last later than 30 minutes prior to the Library's closing time..
9. No group may re-assign a reserved time to another group.
10. It is the responsibility of the applicant to give public notice that signing (sign language) will be made available upon reasonable request if the meeting is open to the public. It is the responsibility of the applicant to provide a qualified interpreter. It is the responsibility of the applicant to advise the Library Staff of any other special needs arrangements.
11. Open flames and/or anything with a heating unit are not permissible.
12. Meetings, programs or events may not disrupt Library users or Staff. The Library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal Library operations.
13. Group members bringing children to the Library are responsible for the supervision of their children attending the meeting and using the Library during the meeting.
14. Groups that hold children's programs are responsible for the care of the participating children and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.
15. Light refreshments may be served. Groups must furnish their own utensils, plates, cups, napkins, and other serving items. Groups will ensure all spills and debris are cleaned up before leaving the Library. No refreshment may be taken out of the meeting room.
16. Future access will be denied if the above requirements are not met. A fee separate from the room rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Library Staff.
17. Library Staff are authorized to monitor the use of the meeting rooms and to enforce all policies concerning their use. All meetings shall be open to the Library Board, Director and Staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
18. The meeting must be open to the public at large.

LIABILITY

1. Granting of permission to use Library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the Library Staff or Board.
2. The Library is not responsible for any loss, theft or damage to any equipment or to the personal belongings of any meeting attendee.
3. The person signing the application for permission to hold a meeting in the Library will assume legal responsibility for the cost of repair or replacement of damaged Library property. He or she will also assume responsibility for the cost of any special cleaning necessary after the use of the room.