

Appendix	Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees
	MEETING ROOM REQUEST FORM Issued: 01/05/2010 Reviewed and Revised: 10/05/2011

(ROOM RESERVATION NOT GUARANTEED)

Group _____
 Representative Completing Form _____
 Address _____
 (Street, City, State, ZIP Code)
 email address _____ Phone Number _____ Text Y N
 Library Card number _____ Age 18 or older Y N
 Day & Date of Reservation _____ Beginning Time _____ End Time _____
 Additional Use:
 Day & Date of SECOND Reservation _____ Beginning & Ending Times _____ End Time _____
 Additional Use:
 Day & Date of THIRD Reservation _____ Beginning & Ending Times _____ End Time _____
 Proposed Activity Meeting Program Party
 Other _____
 Expected Attendance 1-10 11-20 21-50 51-80 81-153
 Will refreshments be served? Y N (The group is responsible for cleanup.)

This agreement is executed between the representative of the group, both named above, and the MAPL District for use of meeting space within the MAPL at 604 Liberty Street, Morris, Illinois 60450. This agreement will be effective for only the dates and times specified above. This agreement is renewable by mutual understanding, and may be canceled by either party at any time, for any reason. **The Library must be notified as soon as possible when any group is canceling their reservation.** If the applicant cancels their event a week or more prior to the event, the library will refund the reservation fee.

This form is a request to use a meeting space. If the request is confirmed, an agreement is executed between the representative of the group, named above, and the MAPL District for use of meeting space within the MAPL at 604 Liberty St, Morris, Illinois 60450. This agreement will be effective for only the dates and times specified above. . Setup and clean up is the responsibility of the group. There will be a checklist provided with the 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. MAPL

reserves the right to purchase additional insurance and security for any meeting they deem high risk. The group holding the meeting will be required to pay for the additional insurance and security prior to the start of the meeting.

Signature of Applicant

Date

FOR LIBRARY STAFF USE ONLY BELOW THIS LINE

Approved by Public Services Coordinator

Date

BASE FEES FOR MEETING ROOM USE (CHECK ONE)

- RESIDENT--\$0.00
- NON-RESIDENT--\$50.00
- Commercial Use – \$100.00
- Event Insurance - \$ _____
- Additional Security \$ _____

ADDITIONAL CLEANING OR REPAIRS FEES _____

- Please attach photo documentation for verification

FEE DUE _____	PAID ON _____	CASH _____	CHECK _____	CREDIT CARD (E-PAY) _____
CLEANING FEE _____	PAID ON _____	CASH _____	CHECK _____	CREDIT CARD (E-PAY) _____
EVENT INSURANCE FEE _____	PAID ON _____	CASH _____	CHECK _____	CREDIT CARD (E-PAY) _____
ADDITIONAL SECURITY _____	PAID ON _____	CASH _____	CHECK _____	CREDIT CARD (E-PAY) _____

STAFF COMPLETING THIS FORM _____

CHECK LIST ATTACHED

MEETING ROOM REQUEST FORM

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 on a first come, first serve basis.

1. FEES:

1. MAPLD Cardholders (Non-commercial) - \$0.00
2. Non-MAPLD Cardholders (Non Profit [501c3], Non-commercial) - \$50.00
3. Commercial use - \$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 set up room, 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 auditorium holds 180 standing people, or 153 seated people. The Library has 50 chairs available. If the group reserving the room needs more chairs, then they must supply them.
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. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings. 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. 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.
14. 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 and refuse taken out to the dumpster before leaving the Library. No refreshment may be taken out of the meeting room.
15. 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.
16. 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.

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.