Washington Public Library
410 Lafayette Street
Washington, MO 63090
636-390-1070
636-239-1744 FAX

Meeting Room Application

The meeting rooms are available for use between the hours of 7:00 a.m. and 11:00 p.m. daily to not-for-profit organizations or groups only.

PLEASE PRINT Date of Application_____

Name of Organization_____

Contact Person_____
(Name) (Title or Position)

Address of Organization or Contact Person_____
(Street Address)

_____
(City) (State) (Zipcode)

Telephone Numbers: Day_____ Evening_____

Email address of Contact Person _____

Day & Date of Meeting _____

Time of Reservation From_____am/pm To_____am/pm

Purpose of Meeting_____

Expected Attendance_____

Will refreshments be served? ____Yes ($100 deposit in check form is required) ____No
Will handicrafts be involved? ____ Yes ($100 deposit in check form is required) ____No

Please Check:
_____ I have read and will comply with the WPL Meeting Room Policy.
_____ Our meeting will be open to the general public.
_____ No admission will be charged and no products or services will be advertised, solicited or sold.
_____ I will notify the library 24 hours in advance of reserved date if cancellation is necessary.

_____ I understand that failure to comply with the library's policies may result in the loss of use of the meeting room.

_____ I understand we are responsible for setup, tear down, and cleanup of room.

_____ If necessary, a key to the library and meeting room will be picked up the day of the event (or on Friday if a weekend event) and returned to the indoor book drop immediately after meeting.

The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this application and bind the Organization hereto, and has read the Meeting Room Policy, including the rules, and hereby agrees to abide by them. Further, the Organization and the undersigned agree to indemnify and hold harmless the Library, its Board of Trustees, staff and agents, from and against any and all liabilities, losses, damages, costs and expenses of any kind which may be suffered by, incurred by, or threatened against the Library, the Board of Trustees or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the Organization's use of the Library. The Organization and the undersigned person designated below also agree to accept responsibility and liability for any and all damages which may arise out of the Organization's use of the Library, including but not limited to damaged or missing equipment, furniture and fixtures, and any and all structural, interior, or exterior damage to the Library.

Signature of responsible person_____

(Name) (Title)

Furniture Setup: _____ tables _____chairs

(number) (number)

_____ projector

(yes/no)

How would like the furniture arranged? Please draw a diagram.

Staff Use Only

____ Approved _____ Denied _____ $100 Deposit received

Assigned to Room _____A _____B

Approved by_____ Date_____

Approved by Board of Trustees January 23, 2012

Meeting Room Policy

The purpose of this policy is to insure an orderly, peaceful and efficient use of library meeting rooms and equipment so as to accommodate and provide equal access to as many not-for-profit groups and organizations as is reasonably possible.

The Director or other designated library staff members shall schedule or reserve meeting rooms in accordance with the following regulations. It is the policy of the Board of Trustees to allow use of the Library meeting rooms when the facilities are not needed for Library sponsored activities and events, or for activities and events sponsored by the Friends of the Washington Public Library. The Board of Trustees shall have the final authority in granting or refusing permission for use of the rooms where conflicts arise between the proposed use of the library meeting room and regulations outlined below.

1. Meeting rooms are available for use between the hours of 7:00 a.m. and 11:00 p.m. daily.
2. Meeting rooms are available free of charge to non-profit groups and organizations whose membership is composed primarily of residents of the Washington area. **Private social gatherings are prohibited.** Children's or teenage groups may use the meeting room(s) provided they are supervised by adults. The ratio of 1 adult per every five (5) children under the age of eleven (11) or 1 adult for every ten (10) youth aged eleven to eighteen is required. The adult supervisor and the organization he/she represents will be responsible for any damage to the library or its furniture, fixtures, or equipment. Such use by community organizations and groups may not disrupt the orderly conduct of the Library, its programs or activities.
3. Applications for the use of a meeting room must be made in writing to the Director of the Library or to members of the library staff who have been assigned responsibility for scheduling such meetings. A form is provided by the library for this purpose. Applications shall be made at least one (1) week in advance and no longer than one (1) year prior to the scheduled meeting. Scheduling is made on a first come, first serve basis. Prior use of the Library meeting room does not entitle any group or organization to future use. A completed application form and any necessary deposit are required before a meeting is scheduled. The Library reserves the right to revoke or modify permission to use the meeting room and to modify conditions imposed on the use of the meeting room when necessary to adapt to the operational needs of the Library or its users.
4. Permission to use the meeting room is revocable and does not constitute a lease.
5. Washington Public Library sponsored programs shall receive priority in the event of a scheduling conflict. Organizations engaged in educational, cultural, intellectual or charitable activities may reserve meeting rooms for dates up to one year in advance. Individuals may arrange spot-use of meeting rooms as scheduling and availability permit, provided all other provisions of this policy are met.
6. Groups may not, in advance, excessively book a meeting room. The Library shall determine what is excessive based on time and day requested, and intervals between meetings. Generally, a group may not book a meeting more than one day a month, except with permission of the Library Director.
7. Meetings shall be open to the public, except that a public governmental body may hold a closed session pursuant to the provisions of RSMo 610. Normally fees or collections may not be charged. Programs conducted by educational institutions, including the Washington Public

Library, may pass charges for tuition, supplies, or refreshments on to the registrant. Due to the public nature of meeting rooms, booking requests shall not be protected as a library circulation transaction, but treated as public documents.

8. Facilities may not be used for commercial purposes, (i.e., sale of goods or services, executing fee-for-service agreements, or securing contracts of commitment to services provided elsewhere). Commercial programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose.
9. Purposes, objectives, or views of groups or organizations using library meeting rooms shall in no way be announced, advertised, or displayed so as to suggest that the organization, its mission, beliefs, or purposes are endorsed by the Washington Public Library.
10. Meetings must be conducted in a quiet, orderly manner.
11. All Library facilities are smoke-free and the use of tobacco products is prohibited.
12. Light refreshments may be served in the meeting room. No cooking is allowed. Punches should not include red or purple fruit juices or ice cream/sherbet. No alcoholic beverages are allowed. A deposit of $100 in the form of a check is required if refreshments are to be served. The deposit will be returned to user if the room is left clean and orderly. Users shall be assessed for damage to, and excessive cleaning of meeting rooms. Trash receptacles will be provided in the meeting room. The group is responsible for cleaning up any spills and disposing of all trash in the available receptacles.
13. No materials, equipment or furniture belonging to these groups may be stored or set up outside the reserved meeting space. Washington Public Library will assume no responsibility if materials, etc. are left on the premises. Nothing is to be taped, tacked or stuck to the walls, doors, windows, or ceilings of the meeting room or any part of the library.
14. Classes in handicrafts involving paint or other related materials are permitted, however a $100 deposit in the form of a check is required in advance. The deposit will be returned to the user if the room is left clean and orderly. Demonstrations will be permitted provided proper care is taken to protect library property, including tables, chairs, equipment, walls, ceilings and carpeting.
15. No signs, displays, decorations or exhibits may be attached to the doors, walls, windows or ceilings of the meeting room(s) or library.
16. Access to library-owned equipment/furniture may be limited by availability, staffing, or type of equipment required. Organizations desiring to use library-owned equipment/furniture in a meeting room should request permission for its use when applying for the meeting room. Organizations using such equipment/furniture assume full responsibility for any damage to same while it is in their possession. Organizations must provide a qualified operator for any special equipment used. Use of electrical and other equipment must conform to normal fire and safety standards. The group or organization is responsible for setting up the meeting room, using the tables and chairs provided by the Library, and for breaking down the setup at the end of the meeting. No setup can begin until the previous program has exited the room. Library personnel are not available to assist in the setup or breakdown. The room must be left in the same condition in which it was found.
17. A sign stating the maximum capacity of the room, as determined by the Fire Marshal, shall be posted in the room. Groups and organizations must comply with the posted capacity. At any program or event where the attendance is anticipated to be near capacity, a maximum attendance must be stated and advance registration required.

18. In accordance with the library's Safe Child Policy, parents may not leave children under the age of 10 unattended while using meeting room facilities.
19. If the Library closes due to inclement weather or other emergency, the meeting room may not be available for the scheduled use. In such instances, Library staff shall make their best effort to contact the person who scheduled the use of the facility in a timely manner and notify him/her of the cancellation.
20. Any group or organization that has scheduled use of the meeting room and subsequently determines that use is no longer needed shall notify the Library of the cancellation in a timely manner, hopefully 24 hours prior to the scheduled use.
21. It is the responsibility of the organization to have a representative pick up a key to the meeting room the day it is to be used or, in the event of a meeting being held on Saturday or Sunday, on the Friday before. The key must be returned to the library's outdoor book drop immediately following the scheduled event. Organizations will be charged for lost keys and/or lock replacement.

Adopted June 25, 2007
Revised & approved by Board of Trustees January 23, 2012