

**BOONE COUNTY PUBLIC LIBRARY
MEETING ROOM APPLICATION**

DATE REQUESTED _____ TIME REQUESTED _____

PURPOSE OF MEETING _____

ESTIMATED ATTENDANCE _____

FURNITURE/EQUIPMENT NEEDS: (please circle)

_____ Tables

Easel

Microphone

_____ Chairs

White Board

LCD Projector

VCR

REFRESHMENTS TO BE SERVED? _____ NO _____ YES DEPOSIT PAID (date) _____

In consideration for use of the meeting room, _____
agrees that: _____ Name of group/organization

1. It will pay for all damages to any property of the Boone County Public Library District resulting directly or indirectly from the conduct of any member, officer, employee, agent or invitee of the group.
2. It will hold harmless and indemnify the Boone County Public Library District, its Board of Trustees, and staff from and against any and all liability which may be imposed upon them for any injury to persons or property caused by that organization or any person in connection with that organization's meeting.
3. The Boone County Public Library District, its Board of Trustees, and staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.
4. No alcoholic beverages or tobacco products will be served, used, or consumed on library premises.
5. No materials will be attached to walls, ceilings, doors or windows of the meeting room. No signs or other materials will be posted on library property.
6. There will be no charges, fees, or solicitations of meeting attendees.
7. Facilities will be left in a clean and orderly condition.
8. Food and beverages will not be served unless prior arrangements have been made.

CONTACT PERSON _____
(Signature) (Printed name)

MAILING ADDRESS _____

PHONE [Home] _____ [Work] _____

EMAIL _____

APPROVED _____	DATE _____	CONFIRMATION _____	REFUND _____
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MEETING ROOM USE POLICY

As part of its service to the community, Boone County Public Library provides meeting rooms for community groups, agencies and organizations subject to the policies below. Permission to use the library facilities does not constitute an endorsement by the Library of the group or the group's beliefs.

1. Meeting rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. Programs, classes, or other activities presented by the Library or sponsored by the Library take precedence over non-library use of the meeting rooms.
3. Meeting rooms are not available for regular, consecutive meetings of any non-library, non-governmental organization. [Consecutive dates may be booked for a single event with approval of the Director.]
4. Meeting rooms are booked on a first come, first served basis. Reservations should be made at least 24 hours prior to the meeting but not more than two [2] months in advance.
5. Meeting rooms are available during library hours and until 10 p.m., Monday through Thursday. After hours use must be booked two weeks in advance. A \$15 per half-hour fee will be charged for after hours use, the first half-hour to be paid in advance.
6. Individuals booking the meeting room must be at least 21 years of age. Teenage and children's groups must have an adult sponsor, at least 21 years of age, present during the entire meeting.
7. The group sponsoring the meeting shall be responsible for the orderly conduct of the group and for any damage to Library property. The individual who signs the application will be considered the official representative of the group and assumes responsibility for communicating Library policy to the group.
8. If kitchen facilities are to be used, or if food or beverages are to be served, the Library will collect a deposit of \$25 per meeting. The deposit will be returned in its entirety within ten [10] working days if no damage or cleaning fees have been charged.
9. The Library reserves the right to change or cancel any meeting if circumstances at the Library so demand, including room reassignment based upon size of the group. The Library reserves the right to reject any application if it is determined that the group has abused its past meeting room privileges.
10. Groups using the library meeting rooms shall be required to indemnify and hold harmless the Library from any and all claims or actions attributable to the use of the Library facilities. Groups may be required to provide a certificate of insurance to the Library insuring it from liability and claims resulting from the group's use of the Library facilities.
11. The following uses of library meeting rooms are not permitted:
 - Sectarian or denominational religious instruction, worship services, or ceremonies. *Discussion groups studying great religious books such as the Bible, Torah, Koran, etc. are permitted.*
 - Rallies or campaigns for specific partisan political issues or candidates. *Meetings at which the candidates will discuss current election issues are permitted provided that all candidates for the same office have been invited.*
 - Non-library groups soliciting business or actively selling items or services.
 - Non-library groups charging admission or soliciting donations. *Non-profit organizations or educational institutions offering approved classes or seminars may be permitted to charge a fee.*
 - Commercial promotional activities with the purpose of later financial gain. *Businesses requesting use of meeting rooms for training or managerial purposes will be given individual consideration.*
 - Social gatherings, social clubs, or social activities unless sponsored by the Library.
 - Dance or music recitals unless sponsored by the Library.
 - Activities likely to disrupt regular Library operations.
 - Any unlawful purpose.