

Use of Meeting Rooms

Meeting rooms may be used free of charge and during regular hours that the library is open.

Use of meeting rooms after hours requires prior approval from the city.

First priority to the use of library rooms is given to library-sponsored activities. Next priority is given to cultural and educational events. The facilities are also available for groups of civic and professional organizations.

The facilities may **not** be used for promotions or sales, fund raising, campaigning, for-profit attendance, or closed meetings.

The use of meeting rooms is not an indication of library approval or endorsement.

Requests must be made by individuals who are eighteen or older. The requester is held responsible for the group and the facility.

Attendance is limited by availability, space and seating.

Reservations are not automatically renewed.

Groups or individuals using meeting rooms shall indemnify, defend and hold harmless the Library its trustees, officers, agents, and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

Approved by Library Board Dec. 2015

Application for Use of Facilities

Today's Date:

Name of Organization:

Address:

Phone:

Email:

Website:

Name of Requester:

Requester's position in organization:

Date and time of meeting:

Room requested:

Approx. group size:

Needs (equipment, kitchen, etc.):

Signature:

Printed Name:

Request received by (library staff):

Director's or Assistant Director's signature of approval:

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