

Huron Public Library Meeting Room Request Form

Date of request _____

The Huron Public Library meeting rooms are available for use by community organizations engaged in civic, cultural, educational, or charitable activities. All meetings must be open to the public. The meeting rooms may be scheduled up to 3 months in advance. Lester Jones Room seats 30 adults at tables; Dakota Room seats 10 at tables.

Name of Club or Organization _____

President/Leader _____

Phone _____ Cell Phone _____

Email address _____

Type of meeting _____

Date meeting room is needed _____

Time of day meeting room is needed _____

[Meeting room available Mon - Thurs 9 am - 8 pm; Fri - Sat 9 am - 5 pm]

Room requested: Dakota Room (10 people) _____ Lester Jones Room Lecture style (50 people maximum) _____ Lester Jones Room Table style (30 people maximum) _____

Expected number of people attending meeting, _____

Will you be serving refreshments: Yes__ No __ (Refreshments not allowed in the Dakota Room)?

Equipment needed: podium___ screen___ projector___ mic/sound system___ DVD player___

TV monitor___ laptop___ easel___ extension cords___

Additional information: _____

I have read the Huron Public Library Meeting Room Policy and will use the Meeting Room in accordance with the policy guidelines.

Signed _____

Approved _____ Not Approved _____

Staff signature _____

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Meeting Room Policy

1. The Library meeting rooms are available for use by community organizations engaged in civic, cultural, educational, or charitable activities. All meetings must be open to the public.
2. Library programs and events receive first consideration in scheduling the use of the meeting rooms.
3. There will be no fund raising, promotion of fee-based products or services, sale of items, admission fees charged, dues collected, nor collections taken in the Library meeting rooms.
4. Groups composed of children under the age of 18 must be sponsored and supervised by the person responsible for that group.
5. The frequency of meetings for any one organization will be at the discretion of the Library Director.
6. The Meeting Room Request Form must be completed specifying date, time, contact person, and type of activity. This application must be approved by the Library Director or an appointed staff member. Room reservations may be made up to 3 months in advance.
7. The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the group's policies or beliefs.
8. The Library Board reserves the right to deny or revoke permission for future use of a meeting room to any group that violates the rules or is disorderly or objectionable in any way. An organization may request a clarification from the Library Board at a regularly scheduled Board meeting.
9. Alcohol use and smoking are not permitted in the library.
10. Refreshments may be served in the Lester Jones meeting room only.
11. The Library assumes no responsibility for preservation, protection, or possible theft of any property of the organization or person using Library meeting rooms.
12. All prior set-up duties and following clean-up duties are the responsibility of the group representative. The room must be returned to its original state.
13. The group representative must see that lights are turned off and the trash is collected.
14. Responsibility for damage to the room, furniture, or equipment including repair/replacement charges rests with the group using the meeting room.