

Meeting Room Application  
**BIRCHARD PUBLIC LIBRARY**

423 Croghan St. Fremont, OH 43420 419.334.7101 fax 419.334.4788  
Hours: Mon.-Thur. 9:00-8:30 Fri. 9:00-5:30 Sat. 9:00-5:00 (Summer Saturdays we close at 3:00)

Full name of non-profit organization \_\_\_\_\_

Detailed description of meeting \_\_\_\_\_  
\_\_\_\_\_

Anticipated attendance \_\_\_\_\_ Contact person's name \_\_\_\_\_

Position in organization \_\_\_\_\_ Daytime phone \_\_\_\_\_

Address \_\_\_\_\_

Alternate contact method \_\_\_\_\_

.....  
**Date requested** \_\_\_\_\_

Date Day Time (beginning and ending)

**Accommodations requested** (Circle **Side** based upon accommodations needed)

**Side A** 25 chairs

**Side B** 26 chairs, 4 tables, lectern

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**Acceptance of responsibility** I certify that I have read and understand the meeting room policies established by Birchard Public Library concerning the use of the room and I am at least 18 years of age. Policies are listed in the meeting room brochure. Rules are listed in the brochure and on the reverse of this application.

In addition to the sponsoring group, I agree to assume responsibility for the group's adherence to the rules and any damage (accidental or otherwise) which may occur as a result of the group's use. A fee for janitorial service may be assessed if the room is not left in satisfactory condition. Failure to comply with the rules will result in the denial of future meeting room privileges. Re-instatement of privileges can be granted only by the Birchard Library Board of Trustees.

The meeting room may not be used until this application has been approved in writing.

The Library is not liable for injuries to people or damage to property of individuals or organizations using the meeting room. The library user agrees to hold the library harmless for any personal injury or property damage caused by the individual user or any member of his/her group.

Signature \_\_\_\_\_

.....  
Library use:

Brochure/App. Given

Received

App/Dis

Letter

Calendar

Copies

1. Library meetings take precedence over all other use of the meeting room, which is scheduled on a first come first serve basis. If it is necessary for a library-sponsored program to pre-empt a previously scheduled non-library activity, as much notice as possible will be given.
2. The meeting room is available during regular library hours Monday through Saturday. The library opens at 9:00 a.m. each day. All meetings must end 15 minutes before closing. The room must be cleaned and vacated before the library closing time.
3. Unless otherwise agreed upon, publicity will in no way imply library sponsorship of the activity/meeting.
4. If a room set-up is changed, it must be returned to the original configuration.
5. Meetings must be free. No fees or donations may be collected. No merchandise may be sold. Business services may not be promoted at the meeting.
6. Meetings must be open to the public.
7. Items may not be posted on meeting room doors or walls, or elsewhere in the library.
8. The library cannot provide supplies; all supplies to be used in the meeting must be provided by the group.
9. Light refreshments may be served in the room. Refreshments are not permitted elsewhere in the library.
10. Groups are responsible for moving their own equipment into the library. Equipment may not be left at the library overnight.
11. The meeting room furniture and carpet must be protected from stains and damage.
12. Each group is responsible for cleaning up after themselves. A vacuum cleaner is available in the storage area off the meeting room.
13. Library staff will not take telephone messages for guests attending meetings.
14. Staff areas are off limits to meeting room guests.
15. "No Smoking" and "No Alcoholic Beverages" rules are strictly enforced.
16. Meetings must be conducted so as not to disturb others using the library.
17. Adults must be present and assume responsibility for children in their group. Children must not be left unattended in the library during a meeting.
18. Cancellations must be given to the library at least 48 hours in advance. Even in inclement weather, when 48-hour notice is not possible, the library should be notified of cancellations. It is also recommended that groups contact the library in inclement weather to be sure it is open.

**The library is not liable for injuries to people, damage to their property, or loss of property. Whenever injury or loss/damage to property occurs in connection with use of the meeting room, the incident must be reported immediately to the staff member in charge of the library and an incident report be completed.**

***Failure to abide by these rules and policies will be justification for denial of future use of the meeting room.***