

# RUTH CULVER COMMUNITY LIBRARY APPLICATION FOR USE OF COMMUNITY ROOM

Your request is not scheduled until you receive confirmation from the library.

Organization or Group Name: \_\_\_\_\_

Organization website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Start time (allow for set-up): \_\_\_\_\_ End time (allow for clean-up): \_\_\_\_\_

- Room must be empty and cleaned up no later than 15 minutes prior to library closing.
- Contact Person must check in and out with a library staff member.
- You will be responsible for your own set-up.

Purpose for room use: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Will you need:  Chairs  Tables  Kitchen Access (must provide your own supplies)

Projector (must provide your own laptop)  Handheld Microphone  Lapel Microphone

Additional requests: \_\_\_\_\_

## ACCEPTANCE OF RESPONSIBILITY

I have read the Meeting Room Policy and agree with all the terms. I will personally accept responsibility for returning the room to its original condition and will perform any cleaning tasks required. I accept responsibility for any damage to library property and will report such damage to library staff. I understand that I will be responsible for replacement or repair costs.

\_\_\_\_\_  
(Signature of Contact Person)

\_\_\_\_\_  
(Date)

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- Library Use Only

Date Received \_\_\_\_\_ Approved \_\_\_\_\_

Organization Notified \_\_\_\_\_ Not Approved \_\_\_\_\_

Ruth Culver Community Library  
540 Water Street  
Prairie du Sac, WI 53578  
608-643-8318  
www.pdslibrary.org

Ruth Culver Community Library  
**MEETING ROOM POLICY**

**Purpose**

The Community Room is intended primarily for the use of the library's programs and library sponsored activities. When not required for library use, the Community room will be available for use by community and other not-for-profit groups and local businesses for programs of an informational, educational, cultural or civic nature, subject to this policy as established by the library board. No admission fee, suggested donation or any other monetary solicitation may be made (except for by the Library, Friends of the Library or Village sponsored fundraising.)

Priority will be given for library, Friends of the Library and governmental bodies and these groups are exempt from all restrictions on use.

**Hours Available:**

The Community Room is available during normal library hours from 9 a.m. to 8 p.m. Monday to Friday and from 9 a.m. to 4 p.m. on Saturday, except when the library is closed. All meetings must begin during normal library hours and must end no less than 15 minutes prior to the closing of the library.

1. Eighty chairs are available in the meeting room and ten tables are available, upon request.

**Amenities:**

2. Refreshments may be served in the meeting room. The group using the room must provide their own kitchen supplies. The use of the kitchen facility and serving window are available upon request.

**Reservations & Availability of Rooms**

- A. Library use will be given first priority for community room use. There are no restrictions on the scheduling of library and library-related events and programs.
- B. Requests for use may be made no more than 6 calendar months in advance and will be made on a first-come, first served basis.
- C. Reservations for a given group will be limited to a maximum of 12 per year. However, if no reservations for the room have been made by 48 hours prior to the event time, a group who has already met their limit may request use of the room.
- D. Groups interested in using the community room must complete a "Community Room Application" and receive approval. The library will respond to the reservation request as soon as possible, but no later than five businesses days after receiving the application.
- E. A minimum of 24 hour notice is required for cancellations – except under extenuating circumstances such as inclement weather. If two consecutive cancellations occur without providing notice to the library, and future reservations will be void.

**Restrictions on Use**

The following types of uses are not permitted:

1. Events involving the sale, advertising or promotion of products or services, unless the program is sponsored by the library.
2. Business firms and other for profit organizations soliciting or selling products or services.
3. Private social functions, including showers, parties and dances.

4. Political campaigns, (although bi-partisan political forums are permitted).
5. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard and/or security risk are not permitted.

**Additional Terms of Use**

1. Any group of minors (under eighteen years of age) must have adult supervision during the entire meeting. This person must also sign the meeting room application form.
2. Library staff reserves the right to be present at anytime throughout your reservation.
3. The Library does not assume responsibility for any property brought to or left in the library by the group reserving the room or any individuals attending.
4. Groups are responsible for their own clean-up following their event. The meeting room must be returned to the condition in which it was found. There will be a charge of \$25/hour for necessary cleaning. The cost for replacement or repair will be charged for any missing equipment or damage to the room.
5. No items may be attached (taped, pinned, stapled, etc.) to any room surfaces.
6. Due to staff limitations, the library cannot accept calls or relay messages to individuals using the meeting room except in the case of emergency.
7. The library is unable to provide storage space for those using the meeting room.
8. The library reserves the right to deny or terminate the use of the meeting rooms after 1 warning by the staff in the event that any of the library's policies are not followed.
9. The use of tobacco products and alcoholic beverages are not permitted.
10. If the Application is approved, then in such event, the Applicant agrees to indemnify, save and hold harmless the Library from and against any and all claims, suits, demands, causes of action, and expense arising out of any acts or omissions of the Applicant (and/or its invitees) on or about the Community Room and causing injury to any person or persons or property, whomsoever or whatsoever.

Policy approved by the Library Board: July 11, 2012

Amended: August 8, 2012; June 12, 2013 effective 7/03/13, June 11, 2014, February 14, 2018

Reviewed: December 13, 2017

The undersigned hereby acknowledges that he/she/it has read the foregoing, understands the restrictions set forth herein and agrees to be bound by the terms and provisions thereof.

Date: \_\_\_\_\_

APPLICANT:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title