

Huron Public Library
Meeting Room Guidelines/Room Request Form

The meeting rooms of the Huron Public Library may be used by groups from the community when the rooms are not being used for library activities. Provision of space does not constitute an endorsement by the library of any group or its activities.

The kitchen area and the meeting rooms are available for meetings on a weekly ongoing basis only during regular operating hours on a first come, first served basis.

Hours:

- Meetings may be held during hours the Library is open, with exceptions made by the Director.
- The rooms must be entirely vacated before the regular closing time of the library.

Reservations:

- Room reservations will be made through the Director's office or with a Supervisor at least 24 hours in advance.
- Room set up will be done by library staff according to arrangements requested when the room reservation is made.

Cancellations:

- Groups must call if a meeting is cancelled. Notification of the cancellation of a reservation must be made 24 hours in advance.
- Continued cancellations without notification may result in the loss of privileges.

Limitations:

- May not be used to promote commercial products or services.
- Attendance fees may not be charged.
- Observance of the capacity limits of the rooms as determined by fire code.
- May not be used for parties (birthday, showers, etc.) except at the discretion of the Director.
- May not be used without adult supervision if the group is composed of minors, except at the discretion of the Director.
- Programs will not be disruptive to library operations or patrons.

Responsibilities of sponsoring group or organization:

- Use of alcoholic beverages and illegal drugs are prohibited.
- Smoking is prohibited.
- Pay for loss of damage to library property, including any major time spent by custodial staff to restore room to original condition.
- Leave room in neat and clean condition, including trash placed in receptacles and dishes washed and dried in the kitchen.
- No library dishes or equipment may leave the building.

The person signing this form will be held responsible for conduct and any damage incurred to the building or equipment.

I have read the rules governing the use of the Huron Public Library's meeting rooms and hereby agree to all terms and conditions. I RELEASE THE HURON PUBLIC LIBRARY FROM ALL LIABILITY ARISING OUT OF OUR USE OF THEIR PROPERTY.

GROUP NAME _____ NAME _____

SIGNATURE _____

ADDRESS _____

DATE _____