**Albertson Memorial Library**

**Community Room Application**

Organization Name:

Postal Address:

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone #

Email:

Purpose of meeting:

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_ End Time:

*Allow time for set up and clean up in your start and end times.*

Will food or drinks be served? Y / N Explain

**Equipment requested: (***circle all that apply)*

Multimedia Projector Laptop DVD player Whiteboard Lectern Tables Chairs

**Community Room Rules:**

1. Turn on the heat/AC 20 minutes prior to your meeting and turn it off when you leave.
2. Put tables, chairs, and equipment away when your meeting is over.
3. Make sure restrooms are in order before leaving.
4. Vacuum if needed and pick up any trash.
5. Turn off the lights and pull the door shut tightly before you leave.

**Food:**

1. Clean any dishes, counters, tables used.
2. Take leftover food with you.
3. Leave a note about any spills on the carpet or other issues that the library staff needs to address.

I have read the Community Room Policy and agree to abide by its terms. I personally accept responsibility for returning the room to its original condition. I accept responsibility for any damage to library property and will report such damage to library staff. I understand that I may be responsible for replacement or repair costs.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Albertson Memorial Library**

**Community Room Policy**

The Albertson Memorial Library Community Room is available for use to individuals and nonprofit groups, when not being used by the library. Political groups or private parties may not use the meeting room. *Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. Prior Board approval is needed. The Board meets once a month.*

A group representative must be a library cardholder in good standing at the Albertson Memorial Library. The library card holder must fill out the application form. Applications must be turned in to the Circulation Desk staff no more than 90 days and no less than 24 hours in advance of the event. If a message is left on the answering machine, it is the group’s responsibility to follow-up and make sure the reservation was received.

There will be no charge for the use of the meeting room.

No admission may be charged by the individual or group.

The individual or group using the meeting room shall be responsible for supplying paper, pens, pencils, cups, plates, napkins, or other disposable items. Non-disposable items (utensils, plates, etc.) can also be found in the kitchen area and may be used by individuals or groups so long as they are cleaned and replaced after use.

The people using the room shall leave it in neat, clean, orderly condition. A vacuum is available in the storage closet if needed.

Community Room access may be denied to groups or individuals if these policies are not met.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.

For the safety of our patrons and staff, the Albertson Memorial Library will follow all CDC and local health department guidelines (as well as library-specific guidelines from the DPI) during a health emergency.