



### **Meeting Space Use Request Form**

*The Walworth-Seely Public Library Board of Trustees subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

Name of organization (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Other phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested date of use: \_\_\_\_\_

Requested time of use: from \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM

What is the intended purpose of use for the space: \_\_\_\_\_

Did you receive a copy of our Meeting Space Use Policy? \_\_\_\_ yes \_\_\_\_ no

*I have read the Use of Meeting Space Policy and agree to abide by all aspects of this policy. By signing below I acknowledge the policies of the Walworth-Seely Public Library and that a violation of this agreement could result in the cancellation of my request or future use of space.*

\_\_\_\_\_  
Signature Date signed

REQUEST APPROVED:

\_\_\_\_\_  
Director Signature Date signed



## Meeting Space Use Policy

Adopted: 10/09/2003

Last Reviewed: 5/09/13

Last Revised: 02/16/2017

*The American Library Association Bill of Rights states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

The Walworth-Seely Public Library will provide access to designated meeting space when available and at the discretion of the Library Director and Board of Trustees.

### Requirements of meeting space use:

- All meetings must be open to the public.
- Meeting space is available only during regular library hours and should cause no interruption or inconvenience to on-going library activities.
- A completed request form must be submitted to the Library Director for approval one (1) week prior to date requested. An authorized representative of the group must sign the form acknowledging their responsibility and agreement to adhere to library policies.
- The organization/person(s) may not charge fees or require donations of attendees.
- For group with members under age 18, a responsible adult must fill out the request and be present for the date/time indicated. The group must provide adequate adult supervision, with a minimum of two (2) adults in the room at all times.
- Smoking and alcoholic beverages are prohibited.
- Non-alcoholic drinks and/or light snacks may be provided and served in the meeting space by the group. The library is not responsible for providing refreshments.
- The meeting space is to be returned to its' original set up at the end of use. All trash must be cleaned up, furniture put back into place, equipment properly stored. The library will provide the group the use of a vacuum/broom when necessary. Any damage or misuse of the meeting room or library equipment will result in the organization or person(s) being billed for full replacement value and banned from using the space in the future.
- The use of the meeting space does not constitute an endorsement of an organization's policies or beliefs. Except as a designation of location, the name of the Walworth-Seely Public Library may not be used in any publicity related to the use of the meeting space.
- The group or organization shall indemnify and hold the Waworth-Seely Public Library harmless for any damages to any person or property as a result of negligence or violation of the rules by any person.