

COLONIAL HEIGHTS PUBLIC LIBRARY

APPLICATION FOR MEETING ROOM USE

This application for the use of a meeting room must be completed by a Colonial Heights resident for use by Colonial Heights based organizations.

1. Organization Name: _____

2. President or Representative: _____

Street Address: _____

City, State, ZIP: _____

Telephone Number: _____

E-Mail Address: _____

(REQUIRED – if you do not have email this may be another member/officer so designated)

3. Alternate Representative: _____

Street Address: _____

City, State, ZIP: _____

Telephone Number: _____

E-Mail Address: _____

(REQUIRED – if you do not have email this may be another member/officer so designated)

4. Request Made For: _____ AM/PM to _____ AM/PM
If recurrent use is requested, rather than a single date, Please indicate: e.g., 3rd Thursday of each month.

5. Anticipated number of persons attending each meeting: _____

6. Will your group meet during the summer (June – August)? _____

7. Type of Event/Purpose: _____

8. I have read and agree to comply with the regulations established by the Colonial Heights Public Library Board, a copy of which has been provided for our information.

Signature: _____ Date: _____

Title: _____

COLONIAL HEIGHTS PUBLIC LIBRARY

In the interest of the public welfare, the Colonial Heights Public Library Board encourages the use of the Library meeting room by the public, when such use will not interfere with the basic purposes of the Library or City sponsored programs.

To this end, the Library Director shall permit **Colonial Heights based organizations** operated for religious, charitable, community, political, fraternal, educational, recreational or eleemosynary purposes, and local organizations of volunteers or war veterans, the privilege of use of the meeting rooms. You may be requested to provide incorporation information. **Use for commercial profit-making purposes shall not be permitted.**

REGULATIONS and PROCEDURES

1. An application for the use of a meeting room must be completed by a **Colonial Heights resident** before a room can be reserved. An organizational representative (not a Library staff member) must complete the entire application for use of the meeting room. A meeting room will be assigned to you according to the size of your group. **Please take special notice of Regulations #2 and #3.**
2. Persons or groups using the kitchenette and meeting rooms will be held responsible for leaving these rooms clean after use. No refreshments or bags of ice should be left in the refrigerator. No food, plates, cups, etc. should be left on the countertop or in the cabinets. **Trash is to be placed in receptacles located outside the door.**
3. The meeting room is to be left clean, neat and trash-free. Please fold and push tables against the wall. Chairs should be stacked and left as found. **Trash is to be placed in receptacles located outside the door.** No food or beverage is to be consumed in the Conference Room.
4. The Library should be notified as soon as possible when a meeting is postponed or cancelled.
5. Any damages to the premises or equipment as a result of group use will be the responsibility of that group.
6. Youth groups must have an adult (21 years or older) at all times.
7. Groups using the meeting rooms are responsible for maintaining order. In extraordinary cases the Library Director may impose, with Board approval, additional reasonable requirements, when advisable for the protection of the public safety, health and welfare; and such requirements to relate to maintenance of the peace, the protection of individuals using the premises, and insurance or indemnification of the City and its officers and employees against risk of loss.

8. The cost of all such requirements shall be borne totally by the organization permitted to use the facility. When the Board has substantial reason to believe that no reasonable additional requirements would be sufficient to adequately protect the public safety, the Board retains the right to deny the use of the room to any organization or individual.
9. In publicizing a meeting to be held in the meeting room the sponsoring group, time and place must be clearly identified.
10. Any donations or gifts to the meeting room will become the property and responsibility of the Colonial Heights Public Library Board and shall be used at the discretion of the Board.
11. The Fire Chief has ordered there shall be **NO SMOKING IN THE MEETING ROOMS**. All fire exits must be unlocked and free of any blockages during occupancy.
12. Because of the potential damage to paint and the cost of cleaning, the walls of the meeting room are not to be used for posting displays.
13. Private property to be used, demonstrated, exhibited, shown or merely brought into the Library must be the owner's responsibility. **THE LIBRARY WILL ASSUME NO RESPONSIBILITY FOR PRIVATE PROPERTY USED IN THE LIBRARY OR ON ITS PREMISES.**
14. No admission fees or "donations" may be collected and no selling of items may be conducted unless sponsored by the Library Board. Any type of gambling (i.e., poker, bingo, lotteries etc.) where money is exchanged is prohibited.
15. The organizational representative may pick up and sign for a key to the meeting room if the Library is to be closed when the group convenes. The key is to be returned to the book drop the same evening.
16. The meeting room's capacity is 70 seats in theater arrangement, 48 with tables and 150 standing/no chairs. The conference rooms will seat 14. A meeting room will be assigned according to the size of your group.
17. Library-sponsored programs will receive first priority, after which other applications will be considered on a first-come, first-served basis. You will be notified as soon as possible should this occur.
18. I have read and agree to comply with the regulations established by the Colonial Heights Public Library Board, a copy of which has been provided for our information.

We hope you enjoy the use of the room, and should you have any questions or concerns, please let us know. Thank you.