



# Meeting Room Application

Please print and complete the application, and return it to the Reference Desk at the Henry Carter Hull Library. **Application must be signed and returned, and fee paid if applicable, before the room is used.**

Name of organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

Program or subject of meeting (describe briefly): \_\_\_\_\_

ROOM DESIRED: (Note: The Community Room is the only room available for use past library closing hours.)

- Community Room, 1<sup>st</sup> Floor (80 people) (Select option A or B below)**
  - A. I need Audio/Visual Setup or Training to use the Projector, DVD or Blu-Ray Player, or Sound Equipment in the Community Room**
  - B. I have had previous training with a library staff member**
- Dolores Johnston Room "Large Conference Room"** 2<sup>nd</sup> Floor (20 people)
- Tutoring "Literacy Volunteers" Room** 1<sup>st</sup> Floor (4 people)
- Small Conference Room** 1<sup>st</sup> Floor (6-12 people)

Date room needed: \_\_\_\_\_ Anticipated number of attendees: \_\_\_\_\_

Hours needed (Please include your set-up and clean-up time): *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

The Henry Carter Hull Library maintains meeting rooms for use by groups engaged in educational, cultural, intellectual, civic or charitable activities regardless of the beliefs or affiliations of individuals or groups.

**Meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising not directly connected to the library, nor for purely social, political or religious purposes.**

A non-refundable fee of \$50 will be charged to businesses and \$25 for condominium associations for each meeting date requested. Payment may be made by check or credit card, to be paid before the meeting date. Local groups may reserve rooms for internal employee training subject to approval by the library director. All meeting rooms have free wi-fi and are handicapped accessible.

**When signed by Responsible Person, this application signifies agreement to abide by the conditions outlined in the Henry Carter Hull Library Meeting Room policy statement.**

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

**\$25 per Condo/Association Meeting, \$50 per Business Meeting, Non-Refundable**

**LIBRARY STAFF ONLY:**

Approved by: \_\_\_\_\_ of The Henry Carter Hull Library.

Tax ID # or Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Booked in Calendar  Copy of Approved Form Requested  Email Confirmation Sent

# Meeting Room Conditions of Use

Applications for the use of the meeting room(s) must be made by completing the [form](#) provided by the Library. The [form](#) is available at the reference desk and on our web site. Applications and scheduling will be reviewed and approved or denied by the Library Director or the Reference Librarian. Rooms may be reserved by telephone. In the event the room is reserved by telephone, an application must be on file prior to use of the room. The Board of Directors reserves the right to review any or all applications and may require sufficient time to make proper investigations before approval is given on a request. In case of denial of use, appeal may be made to the Board of Directors.

- Availability of the meeting room(s) shall be on a first-come-first-served basis. The Library has priority to all rooms for Library events.
- Meeting rooms may be booked up to two months before the actual meeting date.
- The Library reserves the right to seek references of any group before booking the room.
- Permission to use the meeting room(s) does not in any way constitute an endorsement of the group's policies or beliefs by the Library.
- Meeting room set-up and take down (*i.e.*, tables, and chairs), clean up, and the removal of any trash is the responsibility of the meeting group. **These times must be included in the room times requested.**
- **Do not touch any of the library audio/visual equipment without proper permission from Library staff member.** Any costs arising from damage or loss during use of the meeting room will be the responsibility of the group.
- Smoking is not allowed anywhere in the library facility.
- No group larger than the approved occupancy will be permitted in any room.
- Refreshments may be served in the meeting room(s), at the discretion of the Director or the Reference Librarian.
- Applicant is responsible for the proper supervision of anyone using the room. Children must be supervised at all times.
- Storage of materials before or after the reserved time is prohibited. Set up of material prior to meeting time is subject to availability. Arrangements are to be made with the Director or Reference Librarian. The Library is not responsible for articles left on the premises before or after a meeting.
- Materials may not be affixed to the wall surfaces or tackboards in the meeting room(s).
- In fairness to the numerous groups in the community, the library will not accept reservations for a series of meetings which designate the library as a regular meeting place for any organizations other than library-related groups.
- Notice to cancel must be given to the Library Director, Reference Librarian or duly appointed staff, 24 hours in advance.
- Any problems when using a meeting room must be reported to the Director or Reference Librarian as soon as possible.
- Meetings held during regular library hours must not disturb the normal operations of the library.
- Anyone violating these rules may be asked to leave and may be denied future use of the facilities.
- The Library Board of Directors or their employees or agents or the Town of Clinton are not liable for any claim arising from the use of facilities.
- No fees are charged for the use of the rooms for non-profit /civic groups during regular library hours; however, donations to the library are accepted.
- **Effective 7/1/11, The HCH Library will charge a non-refundable \$50 fee to businesses and \$25 fee for condominium & associations for each meeting date requested.**

I have read these conditions and agree to follow them \_\_\_\_\_