

## Cooper-Clark Meeting Room Policy

1. Library meeting room facilities may be scheduled on a first come, first serve basis to non-profit groups (excluding worship services) and for profit entities. For-profit entities will be required to pay a fee of \$25.00 prior to the scheduled event. Non-profit groups may use the facilities at no cost. (Library-related events will have first priority) There will be a \$25.00 deposit for all groups.
2. During regular library hours library personnel shall be responsible for opening, closing, and securing facilities. Library hours are:

Monday- Thursday	9:00 a.m. to 8:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.
Sunday	Closed.

3. Audio-visual equipment is available for use on a first come, first serve basis. Please indicate on the meeting room contract any available equipment that you will need during the scheduled hours.
4. All groups using the library meeting room must adhere to the "Patron/Disruptive Behavior" clause in the Patron Relation section and the "Unattended Children" clause in the Patron Conduct Policy.
5. If minors are present in the meeting room during the scheduled time then a responsible adult supervisor must be in attendance throughout the schedule time.
6. The individual who signs the meeting room contract (Appendix H) will be fiscally responsible for any and all damages to the facility and/or equipment which occur during the scheduled time as indicated below. There will be a \$25.00 deposit which will be refunded if there are no damages and no messes left behind.
7. Those using the library meeting facility must assume full responsibility for any loss or injuries that occur during the scheduled times. The library provides no insurance to cover medical expenses, dental expenses, hospitalization and/or disability for any individuals attending a scheduled event. Liberal Memorial Library assumes no responsibility for loss or damage to equipment or items brought into the library or any liability which might arise through the use of the facility.
8. The individual signing the contract (Appendix H) must ensure that the meeting room will be returned to the condition in which it was found. Library staff members will not provide custodial services. Please do not use tape of any kind on the walls in the meeting room.

9. Please keep meeting room occupancy at or below the maximum of 105 people (full room) or 45 people (partial room).
10. Please check in at the circulation desk when arriving to use the meeting room and sign the meeting room contract if you have not already done so. Library staff will open and inspect the meeting room before the scheduled time.
11. Please check out at the circulation desk at the close of the schedule event. Library staff will inspect and close the room at this time.
12. The library meeting room cannot be reserved more than two months in advance. The library will not accept reservations for a series of meetings which would designate the library as the regular meeting place for any organization.
13. Smoking and alcoholic beverages are not allowed in the building or on the premises.

Thank you for your courtesy while using Liberal Memorial Library's meeting room.

## COOPER CLARK MEETING ROOM CONTRACT

Complete and submit this request to the Library. (See attached policy regarding usage guidelines and procedures of the Cooper-Clark Meeting Room.)

Today's Date \_\_\_\_\_

Organization requesting use  
of the facility and equipment \_\_\_\_\_

Type of Activity \_\_\_\_\_

Expected Attendance : \_\_\_\_\_ Adults \_\_\_\_\_ Minors

Date(s) & Time (s) facility desired \_\_\_\_\_  
Ending time may not be after the library closing hours. See guidelines for library hours.

Is food to be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you need any of the following audiovisual equipment?

\_\_\_\_\_ Projection screen \_\_\_\_\_ Overhead projector  
\_\_\_\_\_ TV/VCR \_\_\_\_\_ TV/DVD  
\_\_\_\_\_ Multimedia Projector

Do you wish to be listed on the Calendar of Events page of the Library website? ~~Yes~~ or ~~No~~ ~~Yes~~ ~~No~~

If yes, what information do you want to be listed? \_\_\_\_\_

Names of adult supervisors \_\_\_\_\_

Additional information or special request \_\_\_\_\_

It is hereby agreed and understood that all approved applications for use of library facilities and/or equipment shall be subject to the conditions of the policy attached to this application. The person signing application accepts responsibility for adherence to meeting room policies and procedures, as well as any damages to facility. All fees must be paid in advance.

Person supervising activity \_\_\_\_\_  
Print full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone