



## **Grounds and Meeting Room Use**

The East Morgan County Library District Board of Trustees welcomes the public use of meeting rooms.

Soliciting on the library premises to the staff or general public is not permitted.

Use of the library grounds or meeting rooms will be approved by designated staff in compliance with East Morgan County Library District policies under the supervision of the Assistant Director, Director or Board of Trustees. Groups or individuals may be asked comply with other requirements that will be determined on a case-by-case basis. Reservations are considered tentative until the application is submitted and reservation is confirmed.

The library reserves the right to determine the eligibility of the person(s) requesting use of the meeting rooms or library grounds and the right to refuse or revoke any and all privileges to any individual, group, or organization.

Meeting room occupants may arrange the tables and chairs as desired with the requirement that they restore the meeting room back to the original set-up.

Sales of related books, music and or products is permitted; however all such sales are the sole responsibility of the booking organization. With exception of occasional Library sponsored programs, no admission or fees may be charged.

Meeting room occupants must comply with all East Morgan County Library District Policies. Library personnel have free access to enter the meeting room at any time. Use of the Library phone is limited to emergency calls.

Children must be supervised at all times by an adult.

Alcoholic beverages are not permitted anywhere in the facility or on library property.

Political groups may use the meeting rooms for nonpartisan or bipartisan programs of an educational nature only. Religious groups may use the meeting room for private meetings, however religious meetings that solicit attendance from the general public are not allowed.

The East Morgan County Library District and its employees are not liable for personal injuries, or damaged, lost or stolen personal property. There is no storage space available.

Permission to use the meeting room does not constitute an endorsement of any group's policies or beliefs. Groups may not imply that the East Morgan County Library sponsors their meeting. Publication of misleading notices and advertisements will be considered a violation of these rules and future use may be denied. The library is not to be included as a source for further information about the program.



### **Outdoor (Grounds) Use**

- Anticipated attendance of more than 100 people, or any group soliciting open attendance of the public, will require the group to furnish ground level accessible portable restrooms.

### **Room Reservations and Cancellations**

- In accordance with the mission and goals of the library, all library programs and library sponsored meetings will take precedence for meeting room use. On rare occasions, this may result in the need to reschedule or cancel a previously reserved group meeting. Should the library staff have to cancel a scheduled meeting efforts will be made to notify the person on the reservation form as soon as possible. The East Morgan County Library District reserves the right to cancel a reservation at any time.
- Pricing, room capacities, available hours and regulations for use are available on the reservation form. There is no fee for use by local non-profit groups.
- Reservations will be approved on a first come, first served basis and may be made no more than 90 days prior to the event.
- Cancellations made at least 24 hours in advance will be eligible for a refund of the reservation fee. Groups that fail to cancel a reservation will forfeit the reservation fee.
- Drop-ins are welcome, with the understanding that reservations and library events take precedence.



**EAST MORGAN COUNTY LIBRARY DISTRICT ROOM RESERVATION FORM**

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

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date of Meeting: \_\_\_\_\_ Estimated Number Attending: \_\_\_\_\_

Time room needed: (Begin) \_\_\_\_\_ (End) \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

*I agree that I will not charge a fee to attend this meeting or event.* **Initial Here:** \_\_\_\_\_

**Which room you are reserving (please circle one)**

Carnegie Center (Upper level, capacity 50)      Activity Room (inside the library, capacity 60)

Book Cellar (basement, capacity 35)      Study (inside the library, capacity 7)

Library Grounds/ Park

*I understand that unless handicapped parking is required, attendees are asked to park on the street around the park. The parking lot is reserved for patrons using the main facility.* **Initial Here:** \_\_\_\_\_

**HOURS AVAILABLE FOR RESERVATION**

Monday – Thursday: 9:00am to 7:45pm  
Friday and Saturday 10:00am – 4:45pm

**PRICING**

The Carnegie Center, Activity Room and Book Cellar  
**Refundable reservation fee is \$20.00**

The Study room is available during service hours at no charge. Drop ins are welcome.  
There is no fee to use the exterior grounds.

*I understand the reservation fee will not be refunded if the room is left in poor condition or if a meeting extends beyond library service hours. Reservation fee will not be refunded if less than 24 hours' notice is given of cancellation* **Initial Here:** \_\_\_\_\_

Permission to use the facilities, if granted, is strictly governed by the regulations set forth by the Board of Trustees.  
Please read the policy on the back before signing.

**EMCL reserves the right to cancel or move a reservation at any time.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----STAFF USE-----

Room Approved \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Refund Issued By: \_\_\_\_\_



## EMCL Grounds and Meeting Room Use Policy for Posting

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