



Application for Use of the WCPL Meeting Room-Abingdon

Organization/Group: _____ Date of Request: _____

General Policy

As a service to the community, it is the policy of the Washington County Public Library to allow non-profit groups and organizations the use of library meeting rooms when those facilities are not needed for activities sponsored in whole or in part by the Library, and when such use is not disruptive of the programs and activities of the Library.

In accordance with the Library Bill of Rights, the Library will make meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of the groups requesting their use.

Permission to use a library meeting room does not imply library endorsement of that event or the beliefs, viewpoints, policies, or affiliation of its sponsor.

The Library reserves the right to revoke permission for the use of any meeting space.

Name: _____ Street Address: _____

Title of Organization/Group: _____ City and ZIP Code: _____

Type of Activity: _____ Telephone Number: _____

Projected Attendance: _____ Food Served (Please Circle One) YES NO

*Groups/Organizations must comply with the posted fire code capacity limit. *Light Refreshments Only

Use of Library Audio/Visual Equipment Required (Please Circle One) YES NO

Equipment available: DVD player, Laptop computer, LCD projector, sound system/microphone, and screen. Please note that AV equipment is kept in a locked cabinet and the key is available at the circulation desk to the person signing this application.

No group will be allowed to use the room more than twelve times in one calendar year or more than two times in one month. There will be no fee for meeting room use.

Date(s) Requested: _____

Time to be used: Beginning _____ Ending _____

**Meeting room is not available for use before 8:30 a.m. or after 10:00 p.m.

Note: In the event that use of the meeting room begins or ends at times when the Library is closed, it is the responsibility of the person who signs the application form to pick up the key for the meeting room on the day or day prior to use. After use and the AV cabinet and meeting room are secured, the key is to be immediately placed in the book depository at the front of the building.

My signature below indicates that I, as representative of my organization/goup, agree to abide by the policies and regulations of the Library in regard to meeting room use. I have received a copy of the Meeting Room Policy and I understand that failure to comply with these guidelines and all Library policies may result in cancellation of my/our ability to reserve Library meeting spaces. In the case of any disputes over use of the meeting room, the Library Board will be the final authority in granting or refusing permission for meeting room use.

I have initialed the items below to indicate my understanding of key meeting room policies:

Our meeting, program, exhibit must be open to all. We agree that adults must supervise children at all times.	<i>Initials</i>	Our group/organization will not charge an admission fee, nor take a collection. No products will be sold. Permission will be obtained for conference/education course registrations.	<i>Initials</i>
Our group/organization may not use the meeting room for commercial purposes, private social events, fundraising, endorsement of companies/products, or sale of items. Exceptions include sale of material directly related to library-sponsored programs that have had prior approval of the Library Director.	<i>Initials</i>	Our group/organization has indicated on the application if we will be serving light refreshments. Alcohol is not permitted.	<i>Initials</i>
Our group/organization is responsible for room set up, cleaning and removing all trash, and returning the room to its previous condition. Our group/organization must pay for any damage to the premises or equipment as a result of group use.	<i>Initials</i>	Our group/organization acknowledges that smoking, unauthorized weapons, and illegal substances are prohibited in all areas of the library including the meeting room.	<i>Initials</i>
Our group/organization will not use the name nor address of the Library as the official address or headquarters of our organization.	<i>Initials</i>	Our group/organization understands that the Library does not assume any responsibility for private property used on the Library premises. Further, I have reviewed the policy section 1.7.4 Damages and Indemnification.	<i>Initials</i>
All publicity must carry our group/organization name as the sponsor and the Library will not be identified as the sponsor	<i>Initials</i>	Our group's/organization's programs and exhibits may not disrupt the normal use of the Library by others	<i>Initials</i>
Our group/organization understands that audio-visual equipment, including a DVD player, laptop computer, LCD projector, sound system, and screen are available free of charge. <u>The connection of outside equipment to any library equipment is prohibited.</u> We understand that the Library provides directions for using the equipment but does not provide technical support at the time of the program. If we need further assistance with the audiovisual equipment, we will contact the Electronic Services Librarian, at 276-676-6391 in advance of the meeting/program to arrange for an introductory session on how to operate the Library's AV equipment.		<i>Initials</i>	
I have received and read a copy of the Meeting Room Policy governing the use of the Washington County Public Library meeting rooms and agree to abide by same.		<i>Initials</i>	

Print Name:

Signature:

Title or Office in Organization/Group:

Library Use Only

Permission: Approved Not Approved by: _____ Meeting Dates Scheduled Applicant Notified
If not approved, state reason:

12/6/19ms