



MEETING ROOM USE Terms and Conditions

APPLICATION

- Applicants must be age 18 or older and have a LTPL card in good standing.
- A completed application must be submitted for each date requested.
- Applications will be accepted between one week and three months prior to the requested reservation date, and must be approved and confirmed by library staff. Applications received beyond the three month limit, that are incomplete, or that include multiple date requests will not be accepted or retained.

TIME OF USE

- A meeting may not be held beyond the hours for which the library is scheduled to be open for that day; reservations should include sufficient time to setup and vacate.
- Meeting rooms must be vacated 15 minutes before the close of regular library hours. If a meeting runs late, a \$25 fee may be assessed for every 15 minutes beyond the vacate deadline and the group's meeting privileges may be suspended.

REASONABLE USE

- Community groups and organizations promoting cultural, educational and civic betterment may use the library.
- Meetings shall be free of charge.
- The sale of merchandise, and other fundraising activities (for non-library purposes) which may result in financial gain for any individual, company, corporation, or group, is prohibited with the exception of: authors who are promoting their books at a library event, or the educational services of a paid tutor.
- Food and/or drink are permitted with the permission of a confirmed application. Kitchen facilities (available only in the Lawrence Room) shall be used as a convenience only and no full meals shall be prepared and/or cooked.
- All groups using any meeting room shall have adequate adult supervision at all times as determined by the library staff.
- Library meeting rooms are not available for private celebrations (i.e. birthday parties, showers).

CLEAN UP

- The area or room must be left in a clean and orderly condition. All library property be placed back where it was found, and all non-library equipment be removed before the library closes. Persons using the meeting rooms are responsible for cleaning up and removing all food items.
- If special cleaning or repairs of the facility for any reason is needed, the responsible party indicated on the meeting room application may be charged a minimum of \$50; additional charges may be applied as necessary to remedy any damages incurred.

RELEASE OF LIABILITY

- The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library or transported to the library property by any group or individual attending a meeting. The library board and staff do not assume any liability on groups or individuals attending a meeting in the library.

Refer to Library Policy 4.6 for a full description of LTPL's Meeting Room Use policy

**PLEASE FILL OUT THE REVERSE SIDE OF THIS APPLICATION
WITH RESERVATION DATE AND DETAILS**



**LINCOLN TOWNSHIP
PUBLIC LIBRARY**

**MEETING ROOM USE
Application**

Name: _____ Date: _____
Last, First

LTPL Barcode #: _____ Township: L B R Other

Phone #: (____) _____ - _____ Email: _____

Group Name/Organization: _____

Purpose of Use: _____

Date Requested	Room to Reserve	Time Event Begins	Set Up/Clean Up Room Reserved		Expected Attendance
			From	To	

Tables Requested: _____ # Chairs Requested: _____

Other Equipment Requested (*please select*):

TV and DVD Player Cart
 Media Projector
 Portable Projection Screen
 Podium
 White board

AGREEMENT

I have received and read the conditions involving the use of the Library meeting rooms and agree to be in conformance with them.

I understand preference will be given to library activities, and that the Library Board reserves the right to limit the frequency and/or duration of scheduled meetings. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Board.

I understand that the library will share my name and telephone number if there are any inquiries from the general public about the meeting or organization.

I understand my group is responsible for set-up and clean up. Due to limited availability of tables, chairs and equipment, I understand the Library cannot guarantee a certain availability of additional resources to any room.

Signature

Date

FOR INTERNAL USE ONLY

Application Received: _____
 Application Approved: _____
 Reservation in Calendar: _____
 Confirmed with Applicant: _____

NOTES: