



Group Name: \_\_\_\_\_

Purpose of Group/Organization: \_\_\_\_\_

Use of library space(s) must meet all of the following. Please check each circle:

- We are a not for profit organization.
- We will not use the library space for commercial activity.
- Our meeting is free and open to the public.
- We agree to honor the library space General Guidelines.
- We agree to abide by the Care and Use of Facilities guidelines.

Name of Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Alternate's Phone: \_\_\_\_\_

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

Topic: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Choose the month(s) for your program.

First Choice Dates: Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ Jun \_\_\_\_\_ Jul \_\_\_\_\_  
Aug \_\_\_\_\_ Sep \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

Second Choice Dates: Jan \_\_\_\_\_ Feb \_\_\_\_\_ Mar \_\_\_\_\_ Apr \_\_\_\_\_ May \_\_\_\_\_ Jun \_\_\_\_\_ Jul \_\_\_\_\_  
Aug \_\_\_\_\_ Sep \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

- The library is not open
- The library is open and we would like to reserve space upstairs

**My signature below indicates that I agree to ensure that my organization will abide by the policies of the library with regard to meeting room use and that you have received a copy of the “Ainsworth Public Library Meeting Space Policies”.**

**Frequently asked questions are answered below.**

- To be eligible to use library space for a program or meeting, any group or organization must be not for profit and should include three or more individuals.
- All activities held in the Library's space must be open to everyone. If you are holding an event when the library is open, we can reserve space for you but we cannot guarantee that patrons will not use the shared space for other purposes. We can arrange an offsite meeting space during library hours if that is more conducive to your groups needs but the program itself must be open to everyone for attendance ahead of time.
- Library needs may preempt any other scheduled event
- Commercial uses of the library space is prohibited; this includes solicitations, admission or other charges, money-raising activities, and/or sales. Delivery of direct, hands-on healthcare services is also prohibited.
- Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. The Library cannot provide AV or other equipment.
- Please leave library spaces as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting
- If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule
- Meetings can be scheduled before or after Library hours. You must obtain a key either one day in advance or the day of the event, depending on when it falls on the schedule. After using the space you **MUST** return the key in our drop box.
- Permission to use Library spaces may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- Events must not be publicized or announced until reservation is confirmed after receipt of your signed form
- Refreshments are welcome but only water can be served in the library space.
- All trash resulting from the serving of refreshments must be removed by the organization.
- Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed

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

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

Library Director Signature: \_\_\_\_\_

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