

APPLICATION FOR USING RICE PUBLIC LIBRARY MEETING FACILITIES

Application date _____

Group name _____

Date requested _____ Time requested _____

Room Requested: _____

Type of Group: _____ civic _____ educational _____ cultural

Purpose of meeting: _____

Estimated number attending _____ (Maximum allowed: 12)

Please print the following:

Contact person _____ phone: _____ (home)

Address _____ phone: _____ (work)

E-mail _____

It will be the responsibility of the applicant to see that chairs and tables are set up prior to the meeting at such a time as not to interfere with the Library's usual functioning, and to take down chairs and tables at the end of the meeting and return them to storage if appropriate. The applicant accepts full liability for any damage to Library facilities and/or equipment, and agrees to confine the organization's activities to the assigned area. If refreshments are to be served, it is the responsibility of the group to supply all of its needs and to clean up afterward.

If the meeting occurs during normal Library hours, access to the area must be available to the general public.

The Rice Public Library is not responsible for materials or equipment left in the building.

If janitorial services are needed, the applicant agrees to pay for them.

The undersigned meeting room user agrees to hold harmless the Rice Public Library, its directors and employees from any and all liability arising out of or related to the use of its facilities, including but not limited to any liability for damage or loss to property, injury or illness, including any third party claims that might be brought by the facilities user's participants.

The undersigned, on behalf of the organization or group has read and agrees to comply with the Library Meeting Room Policy (on reverse of this form) and procedures governing the use of the Library facilities.

Signature of group representative: _____

Representing (name of group): _____

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For Library use:

Approved by Library Director \_\_\_\_\_ Date \_\_\_\_\_

(Application valid through \_\_\_\_\_ )

## MEETING ROOM POLICY: RICE PUBLIC LIBRARY

### 1. Purpose:

The meeting room(s) may be used free of charge by any local cultural, civic or educational group or organization. Because of space limitations, no more than 12 participants are permitted. Use of Library space does not constitute an endorsement of the group's philosophy or objectives by the Library. All meetings must be open to the public; interior Library doors must be left open at all times. The Library Meeting Rooms' primary purpose is to provide space for library functions. After library needs are met, the Meeting Rooms are available for use by local non-profit, civic, cultural, educational, recreational and community oriented groups. No library campus property may be used for religious or political campaign activities. Associated signage is also prohibited. Elected political officials may meet with their constituents with the library's prior approval if space is available.

### 2. Monetary Considerations:

No fees, charges, sales of any kind, nor soliciting of funds will be permitted.

### 3. Publicity:

No group will imply in its advertising that the Library has sponsored or supported its meeting(s) or group unless a formal letter with written permission to do so is given by the Library Director.

### 4. Agreement/Responsibilities:

- a. A representative of any group using the Library's facilities must sign the application for usage and must strictly adhere to all regulations pertaining to Library usage.
- b. Each group accepts responsibility for the conduct of its members during building usage.
- c. A representative from each group must be designated as the person responsible for coordinating the meeting or program and for assuring that the program ends at the designated time. That person's phone number, address (and e-mail) must be on the application form.
- d. No smoking is allowed in the building.
- e. Only light refreshments may be served. Alcoholic beverages are not permitted.
- f. Each group is responsible for setting up the meeting room itself and leaving the space in the same orderly condition it was found in.
- g. The Library assumes no responsibility for the safety of any private property brought onto the premises, and no storage of non-Library property is permitted.
- h. Any damage to Library property resulting from a meeting or program will be the responsibility of the organization using the Library.

Donations to defray Library costs are gratefully accepted.

THE LIBRARY RESERVES THE RIGHT TO ALTER THIS POLICY AS DEEMED NECESSARY.

Revised August 2014

## Set-up Information

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Email \_\_\_\_\_

Hours \_\_\_\_\_ Upstairs \_\_\_\_\_ Downstairs \_\_\_\_\_ (Depending on availability)

PR Material should be provided at least 3 weeks before the event  
(6 copies, please, to be posted in both buildings)

### What equipment are you bringing?

DVD (Is it licensed for public viewing?)

Laptop

Thumb drive

Cables

Displays

Food

### Equipment needed from library (Circle Items)

Projector

Cables (What type)

Screen

DVD Player

Podium (Upstairs only)

Speaker Large or Small

Extension cord

Microphone

Outdoor Outlet

Water access

Chairs

Large Table

Display table