

NORTH TONAWANDA PUBLIC LIBRARY

Date of Use	Time

USE OF MEETING ROOMS

Date of application: _____

Organization _____

Purpose of Meeting _____

Room Set Up **1 2 3 4 5**
 (Circle One)

<u>Rooms Available</u>	<u>Capacity</u>	<u>Number Attending</u>
Main Room (staff use only)	1 0 0	_____
Children's Room (staff use only)	3 0	_____
Information Table in Lobby	N A	_____
Daniel R. Killian Meeting Room	4 9	_____
Conference Room	1 0	_____

Other equipment needed from the Library _____

Special equipment to be brought in _____

ROOM SET UP CHOICES

#1
Front

#2
Front

#3
Front

#4
Front

#5
Front

For Staff Use Only

Key

table

x = chair

The applicant is responsible that the meeting be conducted in an orderly manner and that the room, corridors and auxiliary rooms be returned to the neat, clean and orderly condition in which found. Open flames, including lit candles are not permitted. The applicant must be a resident of North Tonawanda.
 All functions held in the Meeting Room shall be concluded so that all persons attending will have left the building 15 minutes before

Policy:

To encourage local programs of educational, cultural or civic value, the Board of Trustees has authorized use of the meeting rooms and related facilities by qualified groups.

Such usage will be available at times **when use of the facilities is not required for Library or Friends of the North Tonawanda Public Library activities.**

The Library Administration shall make all decisions with regard to use of the meeting rooms. The failure of any applicant to comply with the regulations governing use of the meeting rooms shall be grounds for denial of further use of such applicant.

As a condition of the use of any Library room or space, any person, firm or organization signing this room use agreement here by agrees to hold the North Tonawanda Public Library harmless for any bodily injury or property damage which may occur as a result of said usage to any of its members, any Library Staff, or any member of the public attending the function or otherwise visiting or using the North Tonawanda Public Library.

Regulations:

All meetings must be open to the public.

Applicant must be 18 years of age at the time of the request. Minors of 16 or 17 years of age may request use of the rooms with a parental or guardian co-signature.

Authorization for use of the meeting rooms shall be made only to organizations approved for such purpose by the Library Director and upon written application submitted by a resident or taxpayer of the City of North Tonawanda on a form provided by and available at the Library. The approval or disapproval of any application shall be solely within the discretion of the Library Director.

Applications must be fully completed, signed by the applicant, and should be submitted **not less than two weeks nor more than two months in advance of requested date.** In order to make the facilities available to all interested organizations, **meetings are limited to once a month.**

The Library Director will make all decisions concerning use of rooms but in general the **facilities may not be used for sales or purely social purposes, nor for the benefit of private individuals or commercial concerns.**

Except as a designation of location, the name of the North Tonawanda Public Library may not be used in any publicity.

All gatherings must be conducted in an orderly manner and care must be exercised so that the meeting room, corridors and auxiliary rooms are **maintained and left in a neat, clean, and orderly condition.**

No alcoholic beverages may be brought into or served in the Library.

No gathering shall convene earlier nor last later than the established hours of library opening for normal service.

The person or persons making arrangements for use of the meeting rooms shall be responsible for compliance with these regulations.

The Library's projection and sound equipment is available for use. In some instances, such equipment must be operated only by personnel supplied by the Library.

Any special equipment to be brought in for the occasion must be listed on the application and must be removed upon termination of the occasion.

Capacity of the Daniel R. Killian Meeting Room is 49 persons; Conference Room is 14 persons. **Such capacity may not be exceeded.**

The regulations in effect at the time of use of the meeting rooms shall be applicable to the use.

The foregoing regulations shall be subject to change without notice.

Fees:

The room is free of fees unless left in such a condition that cleaning beyond the norm is required.

Arrangements for equipment available through the Library, and personnel for operation thereof, may be made with the Library Director, who will advise as to charges which may be involved.

I have read and agree to follow the "Regulations concerning use of the Meeting Rooms" above.

Applicant's name _____ (please print carefully)

Applicant's signature _____

Parent Co-signature (if required) _____

Address _____

Phone Number (_____) _____ Email _____