

## **EAST CLEVELAND PUBLIC LIBRARY MEETING ROOM POLICY**

The meeting rooms of the East Cleveland Public Library may be used free of charges by non-profit, educational, cultural and civic groups when the room is not being used for library activities, use of the room(s) is (are) subject to the approval of library officials.

### **Conditions of Use**

1. The meeting room may not be used for profit-making or commercial purposes.
2. Attendance fees may not be charged.
3. Meetings must be held during library hours and adjourn fifteen (15) minutes prior to closing.
4. Capacity of the meeting room is regulated by fire code.
5. A maximum of six (6) consecutive meetings may be scheduled by any one group at any one time.
6. Rooms must be booked at least seven (7) days in advance.
7. Main auditorium can only be booked for groups of 10 or more.
8. No refreshments! No exceptions!

NO ALCOHOLIC BEVERAGES AND NO SMOKING ARE PERMITTED ON LIBRARY PROPERTY. THE ROOMS ARE NOT AVAILABLE FOR PARTIES.

### **Responsibilities of Sponsoring Group**

1. Group representative must contact main library or branch manager and complete the application form, including the signature of an adult representative or sponsor.
2. Set-up room as desired, unless arrangements have been made beforehand with the library.
3. The room must be left neat and clean or future privileges will be denied.
4. Loss or damage to library property must be paid for by the group.
5. Audio-visual equipment, including film projectors, over-head projectors, video equipment, slide carousel and other supplies must be provided by the group.
6. Notify the library of cancellation at least twenty-four (24) hours in advance of meeting time.

THE EAST CLEVELAND PUBLIC LIBRARY RESERVES THE RIGHT TO ALTER AND AMEND THE RULES GOVERNING THE USE OF THE MEETING ROOMS WITHOUT NOTICE, AND TO CANCEL ANY AUTHORIZATION PUSUANT TO THIS APPLICATION FOR ANY REASON DEEMED SUFFICIENT BY IT. BY SIGNING THIS APPLICATION THE UNDERSIGNED AGREES TO THESE TERMS AND PROVISIONS.

Please Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

BOTH SIDES MUST BE SIGNED BY REQUESTING PARTY IN ORDER FOR APPLICATION TO BE VALID.

**EAST CLEVELAND PUBLIC LIBRARY  
APPLICATION FOR USE OF MEETING ROOM**

\_\_\_\_\_ REQUESTS THE USE OF THE MEETING ROOM  
(NAME OF THE GROUP)

ROOM ON \_\_\_\_\_, \_\_\_\_\_, FROM \_\_\_\_\_ TO \_\_\_\_\_  
(DAY OF THE WEEK) (DATE) (TIME)

FOR \_\_\_\_\_, WITH AN ATTENDANCE OF  
APPROXIMATELY \_\_\_\_\_ PERSONS. IN APPLYING FOR THE USE OF THE MEETING ROOM,  
WE HEREBY AGREE TO THE LIBRARY'S CONDITIONS OF USE.

PLEASE PRINT NAME \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE/TITLE \_\_\_\_\_

CONTACT PERSON/ADDRESS \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

**NOTE: You must request a specific set-up for your affair, otherwise the room will remain in general form.  
The diagram box to the right is provided for a sample drawing of the room arrangement needed.**

PLEASE ACKNOWLEDGE REVIEW OF POLICY BY SIGNING REVERSE SIDE.

**FOR LIBRARY USE ONLY**

\_\_\_\_\_ APPLICATION APPROVED    \_\_\_\_\_ APPLICATION NOT APPROVED

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PLEASE RETURN TO:     MAIN LIBRARY     CALEDONIA BRANCH     NORTH BRANCH

**ROOM SET-UP**

\_\_\_\_\_  
DATE