

**Community Meeting Room Use Agreement**  
(to be signed annually)

Name of group/individual: \_\_\_\_\_

Date(s) and time(s) requested: \_\_\_\_\_

Recurring meeting: ( ) Yes ( ) No

If group, type of group: CIVIC EDUCATIONAL SOCIAL RELIGIOUS CHARITABLE  
Other (Please describe) \_\_\_\_\_

**Is your group a non-profit\* group ( ) Yes ( ) No**

\*If your group is NOT a non-profit group, there is a fee associated with renting the library's meeting spaces and reservations are not guaranteed. Refer to full policy.

\*\* Please note that sales or solicitation of any kind are strictly prohibited on library property.

Contacts:

Please list one or more contact persons for your group. This will be the person(s) contacted in the event of library closures, emergencies or if the room becomes unavailable.

Contact name(s) and phone number(s):

\_\_\_\_\_  
\_\_\_\_\_

The undersigned, on behalf of the above organization, has read and agrees to comply with the full Community Meeting Room Policy and all procedures governing public use of library meeting rooms, of which a copy has been provided. The applicant accepts full liability for any damage to facilities or equipment resulting from use of assigned meeting room. The Morrison-Talbott Library will not be held responsible for any personal materials or equipment left in the building.

Signature of group's representative: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

Additional information for private events\*

Room(s) requested:

\_\_\_\_\_

**Room and Fees**

Space	Capacity (max)	Non-Profits	Private
Dodge Meeting Room	100	no fee	\$50/hour
Small Meeting Room	40	no fee	\$30/hour
Study Room	12	no fee	\$15/hour

Associated fee (calculated by library): \_\_\_\_\_

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

Paid by: check \_\_\_\_\_ cash credit card

Indicate equipment requested:

Folding chairs (48 maximum)  
Folding tables (12 available)  
TV/DVD Player/Projector  
Kitchenette with sink/refrigerator  
Coffee Maker (coffee not supplied)

As per policy, please note:

- The library does not set up tables and chairs.
- Groups must furnish any refreshments, condiments, utensils. No cooking allowed.
- All trash must be removed to outdoor dumpster; room must be cleaned.
- Table decorations only. No command strips or wall decorations allowed.
- Sales, alcohol, gambling, worship services and electioneering strictly prohibited.