

TODAY'S DATE \_\_\_\_\_ DATE OF ROOM USE \_\_\_\_\_

*Please fill out this form completely. A new form must be filled out for each date of usage. Thank you.*

### MEETING ROOM USE APPLICATION

ORGANIZATION \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

PURPOSE OF MEETING \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ # ATTENDING \_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_

WILL REFRESHMENTS BE SERVED? \_\_\_\_\_ WILL A FEE BE CHARGED? \_\_\_\_\_

IF YES, HOW MUCH AND FOR WHAT WILL THE FEE BE USED? \_\_\_\_\_

**BY SIGNING THIS FORM, THE APPLICANT ACKNOWLEDGES THAT HE OR SHE HAS READ THE MEETING ROOM POLICY AND AGREES ON BEHALF OF THE ABOVE-NAMED ORGANIZATION TO CONFORM TO ALL RULES, REGULATIONS AND RESPONSIBILITIES AS SET FORTH IN THE PUBLIC LIBRARIES OF SAGINAW MEETING ROOM POLICY.**

**THE SPONSORING GROUP ALSO ACKNOWLEDGES THAT ITS ACTIVITY IS NOT SPONSORED BY THE PUBLIC LIBRARIES OF SAGINAW AND/OR SAGINAW TOWNSHIP AND AGREES THAT IT WILL NOT IDENTIFY THE ABOVE ORGANIZATIONS AS PARTIES ASSOCIATED IN ANY WAY WITH THE GROUP'S ACTIVITIES IN ANY OF ITS LITERATURE OR PUBLICITY.**

\_\_\_\_\_  
Signature

The above-named organization is \_\_\_\_\_ is not \_\_\_\_\_ authorized to use the meeting room of the \_\_\_\_\_ library on the date, during the time, and for the purpose specified in this application.

\_\_\_\_\_  
Authorized Library Signature

#### MEETING ROOMS AVAILABLE:

<b>Hoyt Public Library</b> Capacity: 75 505 Janes 755-9832 755-9829 Fax	<b>Butman-Fish Library</b> Capacity: 80 1716 Hancock 799-9160 799-8149 Fax	<b>Zael Library</b> Capacity: 100 3100 N. Center 799-2771 799-1771 Fax	<b>Ruth Brady Wickes Library</b> Capacity: 30 1713 Hess Street 752-3821 752-8685 Fax
---	--	--	--

Approved 3/20/2003 by Library Board; Revision approved by Library Board 3-1-07; Revision approved by Library Board 3-4-10; Revision approved by Library Board 10-6-11

### **I.03 PUBLIC LIBRARIES OF SAGINAW MEETING ROOM POLICY**

**By applying for use of the meeting room the sponsoring group acknowledges that its activity is not sponsored by the Public Libraries of Saginaw and/or Saginaw Township and agrees that they will not identify the above organizations as parties associated in any way with their group's activities in any of their literature or publicity.**

**Groups using the room agree to indemnify and hold harmless the Public Libraries of Saginaw and/or Saginaw Township, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of use of the meeting room, its furnishings or equipment.**

**WHO MAY USE THE MEETING ROOMS AND FOR WHAT PURPOSES?** - The meeting rooms in the Public Libraries of Saginaw are available without charge to non-profit organizations for cultural and civic purposes, and for educational purposes, including those educational purposes which are religious or political in nature. The rooms are not available for purely social occasions. Donations to the library for meeting room use will be accepted.

**FREQUENCY OF GROUP VISITS** - Frequency of visits may be regulated by the library. School groups or other groups wishing tours, library instruction, or other library services shall be bound by the rules outlined in the Public Libraries of Saginaw Group Visit Policy (which can be provided by library staff upon request).

**MEETING ROOM RULES** - **Program and meeting needs of the Library will take precedence over meeting room use requests made by other community groups. The Library reserves the right to withdraw permission for the use of any meeting room. A completed application must be received by the library at least 48 hours prior to the meeting date requested.**

**The room must be vacated at least 15 minutes prior to closing** of the building. In unusual circumstances an organization may be approved to use the meeting room when the library is closed. Such usage will be approved only by the Director or designee.

No admission fee is to be charged for meetings or exhibits. A nominal fee to cover cost of light refreshments, expenses for a speaker, film rentals, etc. may be charged with approval by the Library. **Sales or the distribution of merchandise for sale will not be allowed.**

Light refreshments may be served. The group must provide its own utensils for serving and preparation. The group is also responsible for any licenses required to serve food. **Alcoholic beverages may not be served.**

**Meeting room set-up is the responsibility of the applicant.** The room must be returned to its original condition after use. The piano, where available, will be tuned once a year by the Library. If the group using the room wishes to have the piano tuned specifically for their meeting, they will be responsible for paying a Library-approved tuner.

**The Library assumes no responsibility for any materials on display.** Items to be displayed shall not be taped or tacked to walls or moldings. **The sponsoring group is responsible for supervision and security.** All groups using the room must be under adequate adult supervision, with an adult in attendance at all times. The group must also assume responsibility for any necessary insurance for loss, fire and damage. They will be billed for any damage to the room as a result of their use.

Please notify the library as soon as possible if you are unable to keep your reservation.

Approved 3/20/2003 by Library Board; Revision approved by Library Board 3-1-07; Revision approved by Library Board 3-4-10; Revision approved by Library Board 10-6-11 – Revision approved by Board 2/7/2013