

# BURTON PUBLIC LIBRARY MEETING ROOM REQUEST

Requested Date(s) of Program \_\_\_\_\_ Is this an ongoing Program? Yes No  
(Please Circle)

Time of Program Start \_\_\_\_\_ Finish \_\_\_\_\_ Is this Program for profit? Yes No

Requesting: (Please Circle One) Small Meeting Room (Capacity—12) Large Meeting Room (Capacity of 50)

Name of Organization \_\_\_\_\_

Person Responsible \_\_\_\_\_ Telephone \_\_\_\_\_  
(Please Print)

Type of Program \_\_\_\_\_ Attendance \_\_\_\_\_

*Please see back for table and chair set-up.*

**Organizations using the meeting room assume full responsibility for any damage to the room or its contents. The Burton Public Library is not responsible for any damage or injuries which may be sustained by said registrant in connection therewith.**

**I have read the Meeting Room Rules stated below and agree to comply with them.**

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Date

This form must be completed and turned in **BEFORE** any reservation will be made.

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**LIBRARY MUST RECEIVE 24 HOUR NOTICE OF ANY CHANGES**

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## BURTON PUBLIC LIBRARY MEETING ROOM RULES

1. Library sponsored programs or affiliated groups have priority in the use of the room.
2. Reservations must be made in advance. Reservations are not confirmed until library receives this completed request form. Reservations may be made up to 90 days in advance of meeting date.
3. For non-profit organizations, the meeting room is free of charge during library hours (Monday thru Thursday 9am-8pm, Friday 9am-5pm and Saturday 10am-2pm).
4. For profit-making organizations, there will be a charge of \$25.00 per meeting.
5. Meeting sponsor must sign in at the front desk prior to the meeting. After the meeting, sponsor must return to front desk to record the number of people in attendance at the meeting.
6. All meetings must be finished and meeting room cleared out at least 15 minutes before library closing time.
7. Attendance is limited to 50 or less.
8. At meetings involving young people, sponsor must arrive before meeting time and stay with the young people until all have left the building.
9. Refreshment plans must be approved by Supervisor and/or Director.
10. Only one appliance in a double outlet is permitted.
11. Meeting sponsors should bring their own electronic equipment which must be removed at close of the meeting, unless other arrangements have been made.
12. There is **NO SMOKING** allowed in the building.
13. **Room must be left in a neat and orderly condition. Fines may be assessed.**

Date Received \_\_\_\_\_

Staff Initials \_\_\_\_\_

Approved by \_\_\_\_\_