

Raleigh County Public Library

Application for use of the Meeting Rooms

Date: _____

Name of Group/Organization (No abbreviations): _____

Name of contact person: _____

For Profit _____ Non-Profit/Not for Profit _____

Address: _____

Contact Telephone Number: _____

Anticipated number attending: _____

Please check items requested

TV _____ DVD Player _____ Projector Screen _____ Podium _____

Special Requests _____

Room Reserving: Assembly Room – (seats 50)

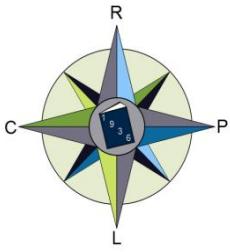
Please list Date and Times for meetings: (more room on back)

****BOOK SALE DATES SPRING APRIL 19-May 3 2017. FALL OCT 25-November 8 2017** These dates are not available.**

Please read the Policy enclosed for Library rules and procedures.

Signature

The applied for dates are not guaranteed until confirmed by the library.



Raleigh County Public Library

Meeting Room Policy

This policy for meeting rooms at Raleigh County Public Library applies to all organized groups, regardless of race, creed, color, disability, sex, political, or religious affiliation. Since the Library is a public institution, meetings should be generally open to the public, except for reasons presented in writing beforehand, provided those reasons are made public and are agreeable to the library. The Library and the Board of Directors neither endorses, approves, nor disapproves the viewpoints of groups meeting in the library.

Meeting rooms for the public shall be reserved on a “first come, first served basis” with priority given to library meetings or programs. No group shall be denied its place to meet once reserved, except for reasons of personal safety or security, or for mutually overriding reasons. Rooms can be reserved for a series of meetings but cannot be reserved for indefinite time periods and are limited to twelve (12) days in a calendar year.

The groups shall be responsible for any use of library equipment used during a meeting. Cost of any damages must be borne by the group. The group shall request the use of this equipment when they request the room. The kitchen and equipment must be left clean; failure to do so shall be grounds for future denial of meeting room privileges.

Groups wishing to display or use items of historical, antique, artistic, or other item or items of unusual value, shall hold the library blameless for any loss or damage. If such items are used, groups must show proof of proper insurance or other identification. Failure to do so shall be grounds for denying meeting room use.

Publicity for any and all meetings shall be the responsibility of the group. Library staff must approve any publicity material used within the library beforehand.

Programs for minors must have responsible adult sponsors. Cancellations should be made 24 hours in advance.

Groups will adhere to general library policy with regard to parking, alcoholic beverage, soliciting smoking, etc. The Director is authorized to deny permission to use the library rooms to any group that is disorderly, objectionable in any way, or violates these regulations.

Anyone wishing to reserve a meeting room must contact the library at 304-255-0511 x 101 or x 115 to check availability and confirm the reservation.