

Application for Use of Library Meeting Room

The Sterling Public Library has a meeting room available for public use. It is available for meetings of area cultural, civic and educational organizations, subject to the approval of the Library Superintendent. The meeting room is NOT available for parties, wedding receptions, private social gathering, religious services or commercial purposes.

Library-sponsored meetings and programs will have priority in scheduling. All other advance reservations will be accepted on a first come, first served basis. Multiple reservations up to 3 month in advance will be accepted.

HOURS AVAILABLE: Monday-Thursday 9 A.M. to 9 P.M.
 Friday & Saturday 9 A.M. to 9 P.M.
 Sunday 1 P.M to 5 P.M.

SEATING CAPACITY: 50

FACILITIES AVAILABLE: Small kitchenette containing: small refrigerator, stove, and sink. 40 folding chairs, one table (60x30), 3 small benches and a love seat.

PERMISSION TO USE THE MEETING ROOM, IF GRANTED IS STRICTLY GOVERNED BY THE CONDITIONS AND LIMITATIONS WHICH APPEAR UPON THE REVERSE SIDE OF THIS APPLICATION.

Name of
Organization _____

Date(s) of meeting(s) Jan ____ Feb ____ Mar ____ Apr ____ May ____ June ____ July ____
 Aug ____ Sept ____ Oct ____ Nov ____ Dec ____

Time meeting will convene _____ Will adjourn _____

Purpose of meeting _____

Estimated number to attend _____

Name, address and telephone number of person whom Library Superintendent should notify of action of this application

Name _____

Address _____

Phone _____ Date _____ (over please)

GUIDELINES

1. The rooms must be put back as found in an orderly and neat condition. The Library is NOT responsible for personal items left in the room.
2. No alcoholic beverages are to be served or consumed on the premises.
3. Organizations shall NOT charge a fee for any meeting held in the Meeting Room.
4. Cancellations are requested at least 24 hours in advance.
5. Any group whose membership is 17 years or younger must have at least one adult sponsor present (Adult must be 18 years or older).
6. Any group using the Meeting Room will be required to pay, in full, any damage to the room and its furnishings.
7. If using the Community room beyond the library's normal closing time, a member of the organization must pick up the key the day of the meeting and return it immediately after the meeting in the outside book drop.
8. The City of Sterling Library assumes no responsibility or liability for injury, loss or damage to persons or property resulting from the use of the Community room for meetings under the terms of these guidelines.
9. Failure to observe these regulations will result in the loss of meeting room privileges.

The under signed agrees that he/she has read and understood the above stated guidelines and that all members of the organization using the room will be aware of the same.

Signature	Title	Date	Int
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Library Superintendent