

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

Person Reserving the Room \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Purpose or Function of the Meeting \_\_\_\_\_

Date & Hour of Meeting \_\_\_\_\_

Probable Length of Meeting \_\_\_\_\_ Probable # in Attendance \_\_\_\_\_

Please List Type of Audiovisual Equipment, if Needed \_\_\_\_\_

Any Special Arrangements Needed ( # of tables, chairs, etc.) \_\_\_\_\_

### **Meeting Room Use Policy**

- The library has two meeting rooms designed for use for educational, cultural, and civic betterment. The meeting rooms may not be used for partisan, or purely social gatherings, entertainment, money raising or commercial purposes.
- The library does not have kitchen or food preparation facilities. Light refreshments may be carried in and used in the room you reserved. You are requested to remove all trash following your meeting.
- The library is not responsible for materials or equipment not owned by the library district.
- Meetings should conclude 15 minutes before the library is scheduled to close. Meetings should end by 5:15 p.m. Monday, Tuesday, Thursday & Friday and by 7:45 p.m. on Wednesday evenings. Saturday meetings must conclude by 12:45 p.m.
- Smoking is not allowed within the library at any time.

The library is a public supported institution and complies with the Missouri Sunshine Law (MO Revised Statutes Title XXXIX 610.010). All meetings held at the library shall be open to the public. Care of the facility is appreciated. Donations to cover the cost of maintenance of the free meeting rooms are appreciated, but not required, and can be made to the library district at any time.

*\*Please check our Farber, Laddonia, Martinsburg, and Vandalia Branch Library locations for the availability of a meeting room.*

*Library Staff Only: Assigned Meeting Room \_\_\_\_\_*