MEXICO-AUDRAIN COUNTY LIBRARY DISTRICT MEETING ROOM USE - APPLICATION FORM

Telephone (573) 581-4939 or Fax (573) 581-7510

Name of the Organization						
Person Reserving the Room						
Phone #	Email					
Purpose or Function of the Meeting						
Program is appropriate for the following age	s: (please circle one)	All ages	Children	Teens	Adults 18 and up	
If your organization advertises this event, an age-appropriate designation is required by Missouri Regulation 15 CSR 30-200.015. Failure to include the age-appropriate designation could result in your group being prohibited from using library meeting rooms in the future.						
Date & Hour of Meeting						
Probable Length of Meeting		Prob	Probable # in Attendance			
Please List Type of Audiovisual Equipment, if Needed						
Any Special Arrangements Needed (# of tab	les, chairs, etc.)					

Meeting Room Use Policy

- The library has three 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 and 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 space.

Library Staff Only: Assigned Meeting Room ____