

MEXICO-AUDRAIN COUNTY LIBRARY DISTRICT
MEETING ROOM USE - APPLICATION FORM
Telephone (573) 581-4939 or Fax (573) 581-7510

Mexico Headquarters Hours
9:00 a.m. - 5:30 p.m. Monday - Friday
Except Wednesday 9:00 a.m. - 7:00 p.m.
9:00 a.m. - 12:00 noon Saturday

Name of the Organization _____

Person Reserving the Room _____

Phone # _____ Email _____

Purpose or Function of the Meeting _____

Program is appropriate for the following ages: (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 _____ 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 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 reserves the right to enter the meeting at any time.**
- 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 _____