

## Covington Public Library Meeting Room Reservation Form

Required information (please print clearly):

Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Full Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Office Number \_\_\_\_\_

Email Address \_\_\_\_\_

Website of Organization \_\_\_\_\_

Purpose / Function of Group \_\_\_\_\_

Are you being paid for your services for this meeting? \_\_\_\_\_

Are you charging a ticket or Entry Fee? \_\_\_\_\_

Are products or services being promoted or sold? \_\_\_\_\_

Is there a drawing for a chance to win prizes or raffle fee? \_\_\_\_\_

(If yes, the Library could request a copy of a gaming license)

Date(s) requested \_\_\_\_\_

Time(s) requested \_\_\_\_\_

The Library reserves the right to review each prospective use and determine whether that use falls within the Covington-Veedersburg Public Library Meeting Room Policy.

Note: Form must be filled out completely for reservation to be made. Incomplete forms will be returned and room will not be reserved. You must fill out a new form each time you make a reservation.

Your signature below indicates that you received a copy of the CVPL Meeting Room Policy, have read the policy and accept and agree to be bound by it.

(x) \_\_\_\_\_

\*\*\*\*\*

Office Use Only: Date paperwork received: \_\_\_\_\_

Signature of Approval: \_\_\_\_\_

## MEETING ROOM POLICY

The meeting room in the Covington Public Library can be used by the public; however, library functions always take precedence over all other meetings.

### **The meeting room can be used by:**

1. Civic, community or educational organizations
  - a. The purpose of the meeting must be non-commercial, non-partisan and non-profit.
2. Religious groups for non-partisan and bi-partisan programs
  - a. The purpose of the meeting should be educational in nature.
3. Commercial, industrial or professional organizations for educational purposes
  - a. The purpose of the meeting should not involve the sale of goods or services.
4. Friends of the Library for fund-raising activities.

**No admission fee may be charged for any meeting held in the room. However, a fee may be charged to cover the actual costs of materials or supplies used during the meeting or workshop. An exception may be made for Friends of the Library fund-raising activities.**

The meeting room is available at no charge during library hours. Special arrangements must be made at least one week in advance for any meeting which will not conclude prior to the closing of the library. The availability of the meeting room for extended hours is conditional upon the availability of a staff member to oversee security. **A security fee of \$10 will be charged for any meeting that will last past the regular closing time of the library. The security fee is to be submitted one week in advance of the meeting.** The security fee is to be paid directly to the employee in charge of the meeting's security. The meeting must begin during library hours and conclude by 9:00 p.m. Groups not paying the \$10 security fee must have their meeting completed and the conference room in order by the closing time for the library.

A Meeting Room Reservation Form must be filled out completely and approved prior to the reservation being confirmed.

The person who signs up to use the meeting room is responsible for setting up chairs and tables in the meeting room and restoring the area to its original condition before leaving the building.

Refreshments may be served. The person accountable for the room will be held responsible for any damage to the room.

**An adult must be in attendance whenever minors are present for meeting room use.**

The Library is not responsible for personal belongings of persons attending meetings or for injuries incurred during non-library meetings.

**Smoking is not permitted anywhere in the library, including the restrooms. No alcohol is permitted on library property.**

Adopted October 2015

Covington-Veedersburg Public Library Board of Trustees