

# RESERVATION REQUEST FORM FOR USE OF MEETING ROOM

Preble County District Library  
Eaton Library  
301 North Barron Street  
Eaton, OH 45320-2402  
937-456-5401 (Phone)  
937-456-4774 (Fax)

Eldorado Branch Library Meeting Room  
Village of Eldorado  
150 N Main Street  
Eldorado, OH 45321  
937-273-5120 (Phone)  
937-273-5120 (Fax)

## Procedure: Meeting Rooms

1. Persons wishing to use any Library meeting room space will make arrangements **at least one week in advance** with Reference Dept. for the Eaton meeting room and/or the Village of Eldorado Clerk-Treasurer for the use of the Eldorado Branch Library meeting room.
2. Appropriate forms must be returned to the Reference Librarian department and/or Eldorado Clerk-Treasurer before the room can be reserved.

Name of person agreeing to assume responsibility for facility: \_\_\_\_\_

Address, City/State, Zip Code: \_\_\_\_\_

Telephone Number(s): ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ Fax: \_\_\_\_\_  
(day) (evening)

Purpose of Meeting: \_\_\_\_\_

Organization the applicant represents: \_\_\_\_\_

Mailing Address, City/State, Zip Code, Telephone Number: \_\_\_\_\_

Name of Chief Officer, Telephone Number: \_\_\_\_\_

Address, City/State, Zip Code: \_\_\_\_\_

Description of Organization: \_\_\_\_\_

Day/Time requested: \_\_\_\_\_, \_\_\_\_\_,  
(Day of week) (Date)

from \_\_\_\_\_ to \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
(time)

Will refreshments be served \_\_\_\_\_

Equipment requested (please place a check before the equipment you require):

**Eaton:** \_\_\_\_\_ tables, rectangular (7) \_\_\_\_\_ 30 chairs (30) \_\_\_\_\_ easel  
\_\_\_\_\_ projection screen \_\_\_\_\_ equipment cart with computer \_\_\_\_\_ Internet connection and speakers \_\_\_\_\_  
computer projector (by request only) \_\_\_\_\_ laptops (4).

**Eldorado Branch Library:** \_\_\_\_\_ tables, rectangular (4) \_\_\_\_\_ chairs (25) \_\_\_\_\_ easel (by request only)  
\_\_\_\_\_ equipment cart (by request only) \_\_\_\_\_ computer projector (by request only)

I assume responsibility for damage or loss of equipment. I have read the "Use of Library Premises Policy" and accept responsibility for the area. I attest that I have read the rules therein and agree to comply with said rules.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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FOR LIBRARY USE ONLY:

Application approved \_\_\_\_\_ Yes \_\_\_\_\_ No      Signature of Librarian: \_\_\_\_\_

Fee of \$ \_\_\_\_\_ paid (cost of cleanup, only charged if refreshments are to be served at meeting)

## Use of Library Premises Policy

The Preble County District Library maintains meeting room facilities at the Eaton Library and the Eldorado Library Branch. Meeting rooms are intended to further the library's mission by facilitating the exchange of diverse information and ideas.

The primary purpose of meeting rooms is to promote library services through programs, meetings and other library activities presented by library staff, the Friends of the Library or other organizations affiliated with the library. When a meeting room is not being used for a library activity, the space will be available to the public for governmental, non-profit, civic, cultural or educational programs or meetings. Trade or professional associations are interpreted to be educational groups. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. By special arrangement the Village of Eldorado holds its government meetings on a regular basis at the Eldorado Branch Library Meeting Room. The library does not advocate or endorse the viewpoints of any group or individual. Artistic performances by individuals will be permitted only when co-sponsored by the Library.

The terms for public use of meeting rooms are:

- All meetings must be open to the public.
- No admission fees will be charged. No products or services may be advertised, solicited or sold in library meeting rooms or on library property. No collections may be taken.
- Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who do not pay fees.
- Only fund-raising events sponsored by the library, Friends of the Library or other organizations affiliated with the library are permitted.
- Meeting room programs must not interfere with library operations/programs.
- The use of the library premises for private social functions such as parties or receptions is not permitted.
- The library assumes no liability for theft or damage to property brought onto library property or for injuries occurring as a result of actions of sponsors or participants in activities in the meeting rooms.
- Meeting room space is intended for specific events rather than for regularly scheduled, ongoing meetings. Use of a space with a frequency of once a month or greater will be considered a regularly scheduled meeting. For regularly scheduled meetings, the meeting room may be reserved no more than 12 weeks in advance. Other reservations will not be accepted more than 6 months in advance.
- Persons or groups must submit a completed "Reservation Request Form for Use of Meeting Room" to either the Eaton Library or the Eldorado Clerk-Treasurer (depending on the meeting room desired) at least one week before the event. The reservation is not completed until the form has been submitted and approved.
- All meetings must be completed thirty (30) minutes before the library closes. The library meeting spaces are scheduled for specific times in half-hour increments. Meetings and events as well as the time required to prepare the room (personal equipment or materials placement, refreshments, registration, etc.) must be planned to begin and end within the prearranged times.
- Permission to use the rooms includes ordinary use of the furniture and fixtures including chairs, tables and other equipment.
- Users are responsible for cleaning up and restoring the room to its original condition before leaving.
- The library will not have assistance available at the time of the event to modify the room arrangement.
- The individual or group reserving the meeting room shall be responsible for any damage to or loss of library property.
- If refreshments are brought in, a custodial fee of \$10.00 per meeting will be charged for the additional cleaning.
- No smoking or alcoholic beverages are allowed in the library.
- Nothing may be affixed or mounted in any way to the walls.
- If a group reserving the room cancels a scheduled meeting, the applicant must inform the library or administrative office as quickly as possible and 24 hour advance notice is appreciated.
- No individual or group may state or imply Library endorsement or sponsorship of events in the library meeting rooms without written approval from the Library Director.
- The library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. The library reserves the right to cancel a reservation if the space is required for use by the library or a library-related organization. Except in an emergency, 48 hours notice will be given if the library needs to make any cancellation. The Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation.
- Failure to comply with meeting room policy or rules may result in loss of meeting room privileges including immediate termination of a meeting by appropriate library personnel.