

MUSKINGUM COUNTY LIBRARY SYSTEM

Meeting Room A and Branch Libraries

(Not for Profit Groups)

PLEASE READ THE MEETING ROOM POLICY SHEET BEFORE COMPLETING. ROOMS WILL NOT BE CONSIDERED RESERVED FOR A GROUP UNTIL THE GROUP RESERVING SPACE RECEIVES A COPY OF THE APPLICATION FORM SIGNED BY THE DIRECTOR OF LIBRARIES.

Name of Organization _____

Does your Organization have 501(c)3 status? Yes _____ No _____

Purpose of Meeting (please be specific) _____

Date requested for reservation ____/____/____ Time meeting/program will begin _____;end _____

Requesting Meeting Room A at:

____John McIntire: Mon-Thurs. 10:00 - 8:00; Fri. 10:00 - 6:00; Sat. 10:00 - 6:00

Requesting a meeting room at a Branch:

____Dresden: Mon. & Wed. 12:00 - 8:00; Tues. & Fri. 12:00 - 5:00

____Duncan Falls/Philo: Mon. & Wed. 12:00 - 8:00; Tues. & Fri. 12:00 - 5:00

____New Concord: Mon. & Wed. 12:00 - 8:00; Tues. & Fri.:12:00-5:00

____South: Mon. & Wed. 12:00 - 8:00; Fri. 12:00 - 6:00

“To the fullest extent permitted by law, _____ agrees to defend, pay in behalf of, hold harmless and indemnify the Muskingum County Library System against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Muskingum County Library System, its elected and appointed officials, employees, volunteers or all others working in behalf of the Muskingum County Library System, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the Muskingum County Library System and/or in any way connected or associated with this contract.”

Name (please print) _____

Address _____

City _____ State _____ Zip Code _____ Telephone _____

Signature _____ Date Submitted ____/____/____

Please respond to all questions. Your request will be considered on the information you supply. Please return to:

Meeting Room Coordinator ~ 740-453-0391 ~ EXT 144

FAX ~ 740-455-6937

Muskingum County Library System

220 North Fifth Street

Zanesville, Ohio 43701.

~~~~~  
This area to be completed by Library Administration

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by \_\_\_\_\_

Action taken: \_\_\_\_ approved; \_\_\_\_ denied – Director’s Signature \_\_\_\_\_

Reason for denial \_\_\_\_\_

Date applicant notified \_\_\_\_/\_\_\_\_/\_\_\_\_ Notified by \_\_\_\_\_

Comments \_\_\_\_\_

**PLEASE COMPLETE ANY APPLICABLE INFORMATION. FAILURE TO COMPLETE APPLICATION MAY DELAY APPROVAL.**

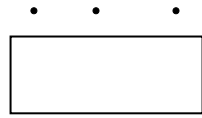
How many tables are requested for this meeting? \_\_\_\_\_ Please indicate room set-up choice for Meeting Room B.

How many chairs are requested for this meeting? \_\_\_\_\_

Requesting Refreshments (\$20.00 fee) \_\_\_\_\_

**ROOM SET UP**  
**(Please indicate choice X)**

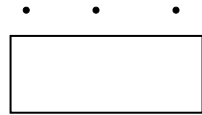
CLASSROOM \_\_\_\_\_



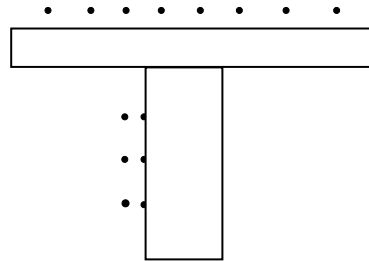
THEATER SEATING \_\_\_\_\_



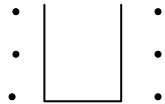
CONFERENCE \_\_\_\_\_



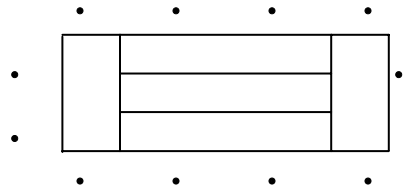
T SHAPE \_\_\_\_\_



U SHAPE \_\_\_\_\_



HOLLOW SQUARE \_\_\_\_\_



**Reservation includes:**

- Room with heating, cooling, lighting and (1) set-up as indicated on the application
- Normal janitorial and clean-up services
- Restrooms and parking. People using the Meeting Room A at the John McIntire Library are asked to use the north parking lot and entrance (nearest I-70) and are requested to advise program or meeting participants to do the same. At branch libraries, attendees are asked to use street parking to leave the library parking lot available for use by library patrons.

**AUDIO-VISUAL EQUIPMENT (Not available at Branch Libraries)**

A fee of \$10.00 per piece of equipment (with a maximum charge of \$20.00 per reservation) will be assessed for the use and set-up of any Library Audio-Visual Equipment. All fees are payable at least 24 hours before the meeting between 10:00 a.m. and 5:00 p.m. weekdays. A 24 hour cancellation notice is required or fees will be forfeited.

The fees are payable to the MUSKINGUM COUNTY LIBRARY SYSTEM.

Please indicate equipment requested:

VCR/DVD Player \_\_\_\_\_ Monitor \_\_\_\_\_ Podium \_\_\_\_\_

Overhead Projector \_\_\_\_\_ Screen & Slide Projector \_\_\_\_\_

**\*Only videos with public performance rights may be shown in the library.**

I will **NOT NEED** Audio-Visual Equipment \_\_\_\_\_. Signature \_\_\_\_\_

## POLICY FOR USE OF MEETING ROOM (A) OR A BRANCH LIBRARY MEETING ROOM

Library activities (including programs, meetings, literacy tutoring, etc.) have priority over all other activities.

Programs "co-sponsored" by the Library are next in priority. "Co-sponsored" means that the Library participates with community groups in planning and presenting programs of an educational and cultural nature. Co-sponsorship requests will be handled by the Library Public Relations office that will confirm room availability. Programs must be cultural, educational or informational in nature. Final authority for determining co-sponsorship lies with the Director.

Community groups wishing to have the Library co-sponsor a program must apply to the Library at least four weeks in advance of the proposed program in order to insure adequate planning and preparation. Applications may be submitted to the Public Relations Office at the John McIntire Library.

Meeting Room A or a Branch Library meeting room is available for public gatherings when rooms are not being used for their primary purpose, library related activities. Meeting Room A or a Branch Library meeting room is available to groups whose primary purpose is non-profit, civic, cultural or educational and may be scheduled during normal hours of operation when the Library or Branch is open to the public and end 15 minutes before closing time. Meeting Room A or a Branch Library meeting room may be scheduled for ½ hour prior to the meeting for set-up but not before normal opening hours.

Meeting Room A or a Branch Library meeting room may be made available to local groups on a first-come, first-served basis. Meetings must be under the auspices of an organization, which assumes responsibility for the meeting. The group using the meeting room is responsible for any damage to Library property. Signature on the application indicates that the individual representing the organization has read, understands, and agrees to abide by the policies of the Muskingum County Library System.

Prospective reservations may be made up to three (3) months in advance. Organizations will be limited to no more than four (4) reservations in a twelve (12) month period.

The Library reserves the right to deny use of the meeting room. Meeting Room A or a Branch Library meeting room is not available for-profit organizations or groups that have unlawful discriminatory membership requirements.

The Library retains the right to cancel a reservation for a meeting room. If cancellation is necessary, the Library will notify the group who has reserved the room for the time in question at least two weeks in advance of their reserved time period. Groups holding reservations are requested to notify the Library of any cancellation at the earliest possible date in order to free the meeting room for other groups. The Board of Trustees may change rules as experience dictates the need.

Groups wishing to reserve meeting rooms should submit a completed Application For Use of Meeting Room (A) or a Branch Library Meeting Room to the Muskingum County Library System, Meeting Room Coordinator, 220 North Fifth Street, Zanesville, OH 43701, or Branch Supervisor for branch meeting rooms. Meeting rooms will not be booked for any group until a completed application has been received and approved by the Library. Organizations using the meeting room will be required to complete and submit an application requesting space each time a reservation is requested. Rooms will not be considered reserved for a group until the group reserving space receives a copy of the application form signed by the Director of Libraries.

Groups wishing to reserve Meeting Room (A) or a Branch Library Meeting Room may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap, against any person requesting admission to the meeting. If, on the advice of law enforcement professionals, the Library staff or Board determines that a reasonable possibility of threat to the safety of Library staff, patrons or members of the public might occur, based upon prior experience of the group or speaker at this Library or at other occasions where the group has held a meeting which has been disruptive or had a potential for violence, the following shall be required: the individual or group reserving the room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall place a bond for \$1,000,000.00 for injury or damage to property occurring at the meeting.

Smoking, alcoholic beverages, illegal substances, open flames, burning incense, and lit candles are not allowed. The Library does not allow any variety of gambling, gaming, bingo, casinos or wagering of any kind on Library property.

Refreshments may be permitted for a fee of \$20.00.

No admission charge or request for donations can be made for any functions. No solicitation is permitted.

All meetings must be open to the public.

Reservation is for the meeting space, tables and chairs requested only. Requests for Audio-Visual Equipment must be included on the application. Audio-Visual Equipment is not available at Branch Libraries.

The meeting room must be left in the same condition and arrangement as prior to use of room.

The use of Library facilities for religious services or recruitment will not be permitted. However, committees or associations affiliated with church for business transactions when no religious services or enrollment programs are involved will be allowed.

Use of the Library premises does not include use of Library staff to assist in the set-up or breakdown of non-library equipment.

The use of Library facilities for private social functions such as birthday parties, dances, wedding receptions, etc. will not be permitted.

People using the Meeting Room A at the John McIntire Library are asked to use the north parking lot and entrance (nearest I-70) and are requested to advise program or meeting participants to do the same. At branch libraries, attendees are asked to use street parking to leave the library parking lot available for use by library patrons.

An adult leader must be present at all times to supervise groups of young people.

The use of the meeting room by a non-library group SHALL NOT be publicized in such a way as to imply that the Library is the official address or headquarters of an organization or that the Library sponsors or supports the group's activities.

No signs, posters, etc. are to be posted on the walls or doors of the Library.

## CHARGES FOR MEETING ROOM A OR A BRANCH MEETING ROOM:

Not-for-Profit:                      No Charge                                              For Profit:                      Not Available

An Approved Application for Use of Meeting Room A or a Branch Library Meeting Room includes:

- Room with heating, cooling, lighting and (1) set-up as indicated on the application
- Normal janitorial and clean-up services
- Restrooms and parking in the north parking lot
- VCR/DVD Player, Monitor, Podium, Overhead Projector, Screen & Slide Projector available for an additional charge.

### AUDIO-VISUAL EQUIPMENT (Not available at Branch Library Meeting Rooms.)

A fee of \$10.00 per piece of equipment (with a maximum charge of \$20.00 per meeting room use) will be assessed for the use and set-up of any Library Audio-Visual Equipment.

All fees are payable at least 24 hours before the meeting between 10:00 a.m. and 5:00 p.m. weekdays. A 24 hour cancellation notice is required or fees will be forfeited.

The fees are payable to the MUSKINGUM COUNTY LIBRARY SYSTEM.

The library is not available to take/or deliver messages or provide additional set-ups or equipment. (Most cell phones do not work in Meeting Room A).

Hourly fees cover only the normal operating hours of the library. The application includes a reasonable amount of move in time and/or move out time.

## The library is required to report statistics on use of its meeting rooms.

### SURVEY CARD

PLEASE COMPLETE & RETURN TO THE CIRCULATION DESK. AS PART OF OUR COMMITMENT TO PROVIDE OUTSTANDING CUSTOMER SERVICE, YOUR ATTENTION TO THIS SURVEY CARD IS APPRECIATED. APPROVAL OF FUTURE APPLICATIONS MAY DEPEND ON COMPLIANCE WITH THIS REQUEST.

Organization \_\_\_\_\_ Date of Use: \_\_\_\_\_

How many were in attendance at your meeting/function? \_\_\_\_\_

Was the staff courteous and responsive to your needs? \_\_\_\_\_

Were all previously made arrangements fulfilled? \_\_\_\_\_

Additional comments:

\_\_\_\_\_  
Signed: \_\_\_\_\_