

MUSKINGUM COUNTY LIBRARY SYSTEM

Meeting Room B ~ Auditorium Reservation Request Form

PLEASE READ ALL POLICIES ON THE MEETING ROOM/AUDITORIUM 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 _____
Purpose of Meeting (please be specific) _____

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

Requesting Meeting Room B ____ at John McIntire: Mon-Thurs. 10:00 - 8:00 Fri. 10:00 - 6:00 Sat. 10:00 - 6:00
Requesting Auditorium ____ at John McIntire: Mon-Thurs. 10:00 - 8:00 Fri. 10:00 - 6:00 Sat. 10:00 - 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.**

Meeting Room (B) \_\_\_\_\_ Auditorium \_\_\_\_\_

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

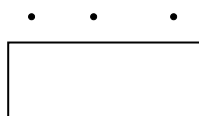
How many chairs are requested for this meeting? \_\_\_\_\_

Requesting Refreshments (\$20.00 Fee – Available in Meeting Room B only) \_\_\_\_\_

**ROOM SET UP**

(Please indicate choice X)

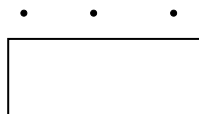
CLASSROOM \_\_\_\_\_



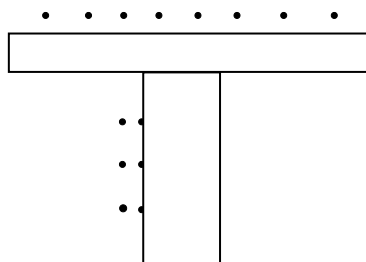
THEATER SEATING \_\_\_\_\_



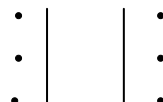
CONFERENCE \_\_\_\_\_



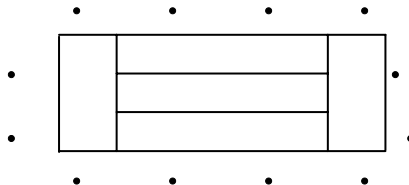
T SHAPE \_\_\_\_\_



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



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



**MEETING ROOM B**                      Not-for-Profit \$15.00 per hour                      For Profit \$30.00 per hour

**AUDITORIUM**                      Not-for-Profit \$50.00 per hour                      For Profit \$75.00 per hour

**Fees include:**

- 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

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.

Hourly fees cover only the regular library hours of operation.

**AUDIO-VISUAL EQUIPMENT**

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.

Please indicate equipment requested: VCR/DVD Player \_\_\_\_\_ Monitor \_\_\_\_\_ Podium \_\_\_\_\_ Microphone \_\_\_\_\_ (Available in Auditorium only) 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 B ~ AUDITORIUM**

Meeting Room B or the Auditorium is available for public gatherings to groups whose primary purpose is civic, cultural or educational and may be scheduled during normal hours of operation when the Library is open to the public and end 15 minutes before closing time. Meeting rooms may be scheduled for ½ hour prior to the meeting for set-up but not before 10:00 a.m.

Meeting Room B or the Auditorium will 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.

The Library reserves the right to deny use of the meeting rooms. Meeting Room B or the Auditorium is not available for 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 Room B or the Auditorium should submit a completed Application For Use of Meeting Room B ~ Auditorium Form to the Muskingum County Library System, Meeting Room Coordinator, 220 North Fifth Street, Zanesville, OH 43701. Meeting Room B or the Auditorium will not be booked for any group until a completed application has been received and approved by the Library. Organizations using Meeting Room B or the Auditorium will be required to complete and submit an application requesting space each time a reservation is requested. Meeting Room B or the Auditorium 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 B or the Auditorium 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 \$20.00 fee.

Admission fees or charges may be permitted and the meeting may be limited by invitation only.

Reservation is for the meeting space, tables and chairs requested only. Requests for Audio-Visual Equipment must be included on the application.

Meeting Room B or the Auditorium 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 Meeting Room B or the Auditorium 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.

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

The use of Meeting Room B or the Auditorium 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.

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.

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

### CHARGES:

|                 |                 |                  |             |                  |
|-----------------|-----------------|------------------|-------------|------------------|
| MEETING ROOM B  | Not-for-Profit: | \$15.00 per hour | For Profit: | \$30.00 per hour |
| Refreshment Fee |                 | \$20.00          |             |                  |
| AUDITORIUM      | Not-for-Profit: | \$50.00 per hour | For Profit  | \$75.00 per hour |

An Approved Application for Use of Meeting Room B or the Auditorium 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, Microphone (Not available in Meeting Room B) Overhead Projector, Screen & Slide Projector available for an additional charge

### AUDIO-VISUAL EQUIPMENT

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.

Hourly fees cover only regular hours of operation.

The library is not available to take/or deliver messages or provide additional set-ups or equipment. (Most cell phones do not work on the library's lower level).

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

## 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: \_\_\_\_\_