

# HELEN MATTHES LIBRARY

Application for Use of Luttrell Room

## BUSINESS & NONPROFITS SCHEDULING OVER A MONTH IN ADVANCE

Date of Meeting \_\_\_\_\_

Meeting Time: From \_\_\_\_\_ To \_\_\_\_\_

Setup: none 15 mins. 30 mins. 60 mins.  
(please circle)

Cleanup: none 15 mins. 30 mins. 60 mins.  
(please circle)

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

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

Mailing Address \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Cell \_\_\_\_\_

Type of Activity \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
(discussion, film, organizational, etc.)

Will food be served? Yes No (please circle)

I have read and understand the rules for meeting room use. I also declare that I/the organization agree to return the library facilities used to a clean and orderly condition at the end of the activity and to pay the cost for repair of any damage to the library property incurred in connection with this meeting.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Staff initials that photo ID was checked \_\_\_\_\_ Staff initials that filled out form \_\_\_\_\_

Date / Initials

\_\_\_\_\_ pd 10/hr?: \_\_\_\_\_ pd 10/hr?: \_\_\_\_\_ pd 10/hr?: \_\_\_\_\_

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For Staff Use:  
Date Scheduled: \_\_\_\_\_  
  
Nonprofit or Community Group? Y N  
-If no, use this form.  
-If yes, scheduled over a month in  
advance? Y N  
-If yes, use this form  
-If no, use other form

HELEN MATTHES LIBRARY  
Rules for the Use of the Meeting Rooms  
Revised February 2011

The Helen Matthes Library provides the use of meeting rooms for library-related cultural, civic and educational purposes. Permission to use library facilities does not constitute an endorsement by the library of the group's policies or beliefs.

1. Library programming has priority. The Library will make all possible efforts to notify scheduled groups of library events two weeks in advance. Please note- this may affect your promotional material.
2. Facilities will be reserved on a first-come, first-served basis. For a nonprofit or community group scheduling the room 1 month in advance there will be no charge. For a nonprofit or community group scheduling the room up to 6 months in advance and for all business groups there will be a fee of \$10 per hour or portion thereof due before access is granted to the room. (Example: an attorney speaking on living wills for 1 1/2 hours will be charged \$15). (Limit: 72--Note this is crowded, 50 is a more comfortable number.)
3. Groups may not schedule the Luttrell Room more than twice a month.
4. The Consuelo Luttrell Room may be used after hours with the payment of a \$10 per hour fee in addition to any other fees. No meeting may last beyond 10 p.m. Key must be picked up and room paid for on the preceding day. Key may be left in the room or returned the next business day.
5. No admission fees, seminar fees or sales may be made without prior approval. Business and private groups will be charged 10% of any fees or sales.
6. There is no extra charge for the use of library equipment at meetings in the library. Items must be reserved at time of registration. Available are: overhead, projector, and TV with VCR and DVD players. Laptops **are not** available for meetings.
7. The library should be notified immediately of a cancellation. The library reserves the right to cancel because of weather or other conditions. All cancellations must be made 24 hours in advance to the room reservation. If 24 hours notice of cancellation is not given, the group reserving the room will be charged ½ the rental fee for the room. If the library is closed due to inclement weather, all Luttrell room reservations are canceled during the closure. Please check the library website or WXEF & WCRA for cancellations.
8. Smoking and alcoholic beverages are not allowed on the premises.
9. Refreshments may be served in the Luttrell Room. Library facilities must be left clean and orderly. All trash must be placed in containers and taken to the dumpster outside. Coffee pots should be turned off.
10. Users will assume legal responsibility for the cost of repair or replacement of damaged property or equipment or for special cleaning, if necessary.
11. The library will not be responsible for any property left in the building by users.
12. Children's groups with up to 20 children must be supervised by at least two adults, with one adult for every 10 additional children.
13. Rooms may be booked by phone but are not considered firm until the application form and fee is received. An application form must be filled out at the Check Out Desk and a photo ID must be shown at that time. Persons picking up a key for before/after library hours use must also show a photo ID.
14. Parking is limited to those patrons using the library, please use off-street parking or see staff for other parking arrangements.
15. The library director is authorized to deny permission to use the facilities to any group that violates these rules.
16. These rules are subject to periodic review and change by the library board of trustees.
17. The library reserves the right to deny access to the meeting room to any group that might pose a security risk.

# HELEN MATTHES LIBRARY

Application for Use of Luttrell Room  
NONPROFITS SCHEDULING LESS THAN A MONTH IN ADVANCE

Date of Meeting \_\_\_\_\_

Meeting Time: From \_\_\_\_\_ To \_\_\_\_\_

Setup: none 15 mins. 30 mins. 60 mins.  
(please circle)

Cleanup: none 15 mins. 30 mins. 60 mins.  
(please circle)

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

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

Mailing Address \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Cell \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Staff initials that photo ID was checked \_\_\_\_\_ Staff initials that filled out form \_\_\_\_\_

Date / Initials

_____	_____	_____
_____	_____	_____
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_____	_____	_____

For Staff Use:  
Date Scheduled: \_\_\_\_\_  
  
Nonprofit or Community Group? Y N  
-If no, use other form  
-If yes, scheduled over a month in advance? Y N  
-If yes, use other form  
-If no. use this form

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