



FLAT RIVER COMMUNITY LIBRARY STAFFORD COMMUNITY ROOM APPLICATION FOR USE

DATE RECEIVED: _____ REVIEWED BY: _____ APPROVED: ____ Yes ____ No

DATE OF MEETING: _____ RESERVED TIME FROM: _____ To: _____

ACTUAL TIME THE MEETING OR PROGRAM BEGINS: _____

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____

DESCRIPTION OF EVENT: _____

ANTICIPATED ATTENDANCE: _____
(ROOM CAPACITY: 338 STANDING; 145 SEATED; APPROXIMATELY 50 WITH TABLES)

IS THE EVENT OPEN TO THE PUBLIC? Yes ☐ No ☐

WILL ATTENDEES BE CHARGED ANY TYPE OF FEE, ADMISSION CHARGE OR DONATION REQUEST? Yes ☐ No ☐

IS THE REQUESTING ORGANIZATION AN EDUCATION, CULTURAL, CIVIC OR GOVERNMENTAL GROUP? Yes ☐ No ☐

IS THE EVENT NON-PROFIT AND NON-PARTISAN? Yes ☐ No ☐

WILL AN ADULT BE IN ATTENDANCE AT ALL TIMES? Yes ☐ No ☐

EQUIPMENT REQUESTED:

____ DVD PLAYER ____ PROJECTOR _____ OTHER

THE APPLICANT/ORGANIZATION WILL INSURE THE ACTIVITY ROOM POLICY IS FOLLOWED. BY SIGNING THIS FORM, THE APPLICANT ACKNOWLEDGES HE/SHE HAS READ THE ROOM POLICY AND AGREES ON BEHALF OF THE ABOVE NAMED ORGANIZATION TO CONFORM TO ALL RULES, REGULATIONS, AND RESPONSIBILITIES SET FORTH. (PLEASE RETURN THIS APPLICATION, SIGNED AND DATED, TO THE LIBRARY AS SOON AS POSSIBLE. KEEP THE SECOND PAGE FOR YOUR RECORDS. BE SURE TO COMPLETE THE EXITING CHECKLIST ON THE THIRD PAGE ON THE NIGHT OF YOUR EVENT.)

SIGNATURE

DATE



FLAT RIVER COMMUNITY LIBRARY STAFFORD COMMUNITY ROOM POLICY

PURPOSE:

The Stafford Community Room of the Flat River Community Library (Library) is for the use of educational, cultural, civic and governmental groups to conduct non-profit, non-partisan meetings, exhibits, and workshops.

GENERAL:

All meetings must be open to the public.

1. No collection may be taken nor any type of fee or admission be charged for the use of the room.
2. Granting permission to use the library facility does not imply endorsement by the Library of the user or the user's beliefs or opinions.
3. Civic or cultural groups within the Flat River Community Library district have priority.
4. Activities sponsored or co-sponsored by the Library, for the benefit of the community shall have first preference.
5. Final authority for determination of eligibility of any group shall reside with the Library Director.
6. Room use may be booked no more than three (3) months prior to use date.
7. Costs incurred due to damages to the building, furnishings, and/or equipment beyond normal wear, must be paid by the group causing the damages.
8. Groups must comply with local fire safety regulations, state laws, and building regulations.
 - a. The use of open flame, such as lighted matches, candles, etc. is prohibited.
 - b. Smoking is prohibited within the Library building, and within 25 feet of the entrance.
9. An adult must be in attendance at all time.
10. Groups are responsible for cleaning and leaving the room, inclusive of the kitchen area in the order in which found.
 - a. A checklist is with the application.
 - b. Refreshments may be served from the kitchen.
 - c. Groups must provide all consumable items, utensils for serving, and presentation. Groups must clean kitchen upon conclusion of meeting, exhibit or workshop.
 - d. Beverages with red dye and the use of tape on the walls are prohibited.
11. The Library shall not be used for any unlawful purpose. Gambling, raffles, lotteries and use of alcoholic beverages and drugs are prohibited.
12. The Library assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups while using the facilities.
13. At the discretion of the Library Director, groups may be required to present proof of liability coverage.
14. The Library reserves the right to withdraw permission for the use of any meeting room.
15. All doors will be locked when the Library closes.
 - a. Users are to assure the outside doors remain closed at all times.
 - b. No one other than individuals attending the meeting, exhibit, or workshop is to be given admittance to the building.
 - c. At the conclusion of the meeting, exhibit, or workshop, all lights must be turned off and doors must be secured.
 - d. Meetings, which begin during Library hours and extend beyond closing, have a 9:30 p.m. closing deadline and require a pre-paid \$10.00 non-refundable fee for the closing, locking and setting of alarms.
16. In the event the Library needs to close on an emergency basis (ie: weather, building malfunctions, etc.), all meetings scheduled on the premises will be cancelled. The Library announces emergency closings on WOODYTV8 and WZZM13.

Amended: 01/08/2003

Revised: 11/12/2008

Revised 3/28/13

Revised: 12/11/14



FLAT RIVER COMMUNITY LIBRARY STAFFORD COMMUNITY ROOM CHECKLIST

EXITING CHECKLIST:

(PLEASE BE SURE TO COMPLETE THE FOLLOWING TASKS BEFORE DEPARTING.)

1. _____ ARRANGE ALL TABLES AND CHAIRS.
2. _____ SWEEP DEBRIS FROM FLOORS.
3. _____ WIPE COUNTERS.
4. _____ WASH AND PUT AWAY KITCHEN EQUIPMENT.
5. _____ GATHER TRASH TO KITCHEN.
6. _____ SECURE DOORS.
7. _____ TURN OFF LIGHTS.
8. _____ REPORT THE ACTUAL NUMBER IN ATTENDANCE (_____) TO THE REFERENCE LIBRARIAN.
9. _____ TURN THIS PAGE IN TO THE REFERENCE LIBRARIAN
10. _____ REFERENCE LIBRARIAN VERIFIED COMPLETION OF CHECKLIST. (INITIAL)

FOR MULTIPLE DATES:

Date room was used:	Number of Attendees	Reference verified the checklist was followed (initial)	Notes: