

*The mission of the Larson Family Public Library is to provide quality materials and services, which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.*

**LARSON FAMILY PUBLIC LIBRARY  
APPLICATION FOR USE OF COMMUNITY ROOM**

To reserve the community room, the representative of the reserving group must fill out this application, sign the Hold Harmless Agreement and receive approval from the library director. The use of the room is free.

*All meetings scheduled by groups and organizations must be free and open to any member of the public. Library staff may attend or observe any meeting or any program at any time. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientations, disability, membership or lack of membership in a organization or group, or for any other reason.*

ALA's Bill of Rights states and we adhere to the idea that "libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Allowing a user group to use the meeting room does not constitute the library's endorsement of the views of the meeting room user, but is a statement of the library's adherence to the Library Bill of Rights, assuring equitable and non-discriminating use of the meeting room by the public. Publicity generated by a group or organization for a meeting or event in a library meeting room may recite the library's name, address and appropriate room designation only. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or library board. In any public announcement, the meeting room may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.

Meeting rooms are available for use by community groups for informational, educational, charitable, civic or cultural meetings and programs when not needed for library purposes. The primary purpose is to allow the library to hold meetings, programs and other events which expand access to information and help the library fulfill its mission. The board of trustees wishes to encourage the use of the meeting rooms by area community groups when not in use for library functions. If more than one group wants a room for the same time, priority will be given as follows: 1. library programming or library-related meetings 2. All other organizations, in order by date of application.

**Hold Harmless Agreement:** the user must abide by the rules stated in this policy, indemnify the library from any damage caused by the user and hold the library, the Village of Webster and its employees from any liability.

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(Signature of representative reserving the community room)

*Priority for use of the room is given to the library and to groups associated with the library. In all cases, the library's use of the meeting room will be given first priority. All uses other than by the library will be granted on a first come, first served basis.*

Date of Your Meeting \_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_

Name of your Organization or Group \_\_\_\_\_

Is this a non-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Estimated Attendance \_\_\_\_\_ (the community room's maximum capacity is 45 people)

If you plan to serve food/beverages, please describe what you will be serving

\_\_\_\_\_

Kitchen facilities with a sink, microwave, refrigerator and coffee pots are available; however, supplies are not provided. No food or drink may be taken from the community room into any other area of the library.

Do you need:

- Overhead Projector? \_\_\_\_\_ Dry Erase Board? \_\_\_\_\_ More than 12 chairs? \_\_\_\_\_

Date of Application \_\_\_\_\_ Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone number \_\_\_\_\_

\*Provision for use of community room by minors (under 18 years of age): must have meeting room application signed by a sponsoring adult who must also be present at the meeting.

*Failure to comply with these rules will result in termination of the violator's meeting room privileges:*

- In the event of an emergency, the library reserves the right to close the library and cancel all use of its meeting rooms.
- Fire exit doors shall not be blocked in any way. No smoking is allowed.
- The library does not provide porter service to transport supplies to or from meeting rooms, nor does it provide staff to operate equipment in meetings. The library does not assume responsibility for setting up the room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.
- The library is not responsible for any equipment, supplies, materials, clothing, or other items brought into the Library by any group or individual attending a meeting.
- The meeting room may not be used for activities prohibited under local, state and/or federal law. No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard or a security risk.

***This policy will be posted inside the community room.***