

## Community Room Registration Form (Branches Other Than Lawrence)

Please be aware that your Community Room Reservation is only a request to reserve a room. It is not an online reservation system. After submitting a request form (which you must print out and submit to the Branch, either in person, by mail or by fax), you must receive verbal or emailed confirmation from the branch indicating that the room you have requested has been reserved for your group. Without a verbal or emailed confirmation, you should not assume that this request has been approved and that the room has been reserved.

AGENCY (State, County,...): \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_

DATE & TIME OF RESERVATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

NUMBER OF PERSONS EXPECTED TO ATTEND: \_\_\_\_\_

DO YOU PLAN TO BE HERE AFTER 8:30 PM? \_\_\_\_\_

ASSIGNED TO ROOM: \_\_\_\_\_

STAFF PERSON TAKING REQUEST: \_\_\_\_\_ DATE: \_\_\_\_\_

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I hereby:

1. Assume full responsibility for any loss or damage to property of the Library, which may occur during the group's use of the Library Community Room and absolve the Library of any responsibility for any loss or damage to property of the group or individual or injury to the group or individual while the group is meeting in the Library.
2. Although light refreshments are allowed in the community rooms, there are no kitchen facilities provided. Groups will assume responsibility for room set up and clean up. The groups must vacate the inside community rooms by 8:00 pm, Monday through Thursday, 4:30 pm Friday, 4:30 pm Saturday and 4:30 pm on Sunday.
3. Understand that any group who violates any of the Library Community Room policies will not be permitted to reserve a community room again.
4. Agree to limit the size of the group to the capacity of the Community Room, which is \_\_\_\_\_. Certify that I have received, read and will abide by the rules relating to the use of the community rooms and that I am over the age of 18.
5. Certify that the organization I represent is not for profit and this meeting is free and open to the public.
6. Understand that any advertisement must be reviewed by the Library Branch Manager or their designee for approval. Such advertisements will include the statement; "meeting of an organization at any of the facilities of the Mercer County Library System in no way implies endorsement of its programs."

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_