Lawrence Community Room Registration Form

Thank you for your interest in using the community rooms at the Lawrence Headquarters Branch. The location of the branch and amount of space we have available for public use make the branch a desirable place to hold many types of non-profit and civic meetings. Due to the high demand for these rooms, we ask that you consider the following policies when scheduling a room at the HQ Branch:

Scheduling Dates:

- Please provide specific dates and times. For example, Thursday, September 12 from 6–8 PM; Saturday, November 16 from 1-3PM. We cannot schedule rooms if you write only vague requests (such as, the 1st Tuesday of every month). Community room forms will not be processed if you do not request exact dates and times.

- We ask that you limit your request to one meeting per month. This affords new groups the opportunity to meet at the branch and allows for more equitable scheduling of our limited space.

- Don't forget to schedule enough time to set-up and clean up the room. All groups are required to place the tables against the walls and put all chairs back on the rolling carts. Please dispose of all trash, as well. Non-compliance may lead to termination of community room use.

Refreshments:

- Inside community rooms (rooms 4,5,6,7): light dry snacks and covered beverages

- Outside community rooms (rooms 1,2,3): light refreshments

The Lawrence Branch has Community Rooms in various parts of the building. We need to be aware of your group's presence in the rooms, in case of an emergency and in order to be sure that we can close the building in the evening. We ask that you:

- Stop at the Circulation Desk to register your group's arrival and departure. This is to make sure that the staff is aware that your group has arrived and departed.

- Groups that stay in our east Route 1 lobby rooms after the library has closed need only to register upon arrival. Non-observance of this request may terminate community room privileges.

Thank you for your cooperation in these matters.

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: _____

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: _____