

Mercer County Library System
Community Room Registration Form

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/INDIVIDUAL: _____

DATE & TIME OF RESERVATION: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

PURPOSE OF MEETING: _____

NUMBER OF PERSONS EXPECTED TO ATTEND: _____

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/individual'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. No kitchen facilities provided. Covered beverages and light, dry snacks are permitted, but messy and strong-smelling foods are prohibited. Groups/individuals will assume responsibility for room set up and clean up. Groups/individuals must vacate the inside community rooms by 8:00 pm, Monday through Thursday; 4:30 pm on Friday; 4:30 pm on Saturday; and 4:30 pm on Sunday.
3. Understand that any group/individual who violates any of the 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 and/or my use of the room is not for profit, and this meeting is free and open to the public.
6. Understand that any advertisement must be reviewed by the 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: _____