

Request for the Use of the Community Room

Today's Date: \_\_\_\_\_ Dates Room Needed: \_\_\_\_\_

Times Needed: \_\_\_\_\_ Approximate Group Size (75 Max) \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Is the meeting open to the public? \_\_\_\_\_ Is there an Entrance Fee? \_\_\_\_\_

Is this a recurring meeting on a regular schedule? (Example: Meet 2<sup>nd</sup> Thursday of the month)

If so, please list dates \_\_\_\_\_

Activities planned at meeting: \_\_\_\_\_

Group/Organization Name: \_\_\_\_\_

Group/Organization President or Director: \_\_\_\_\_

Group/Organization Address: \_\_\_\_\_

Group/Organization Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Information About Person Filing Application*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

*I affirm that I am at least eighteen years of age. I have received, read, and understood the regulations pertaining to the use of the Juniata County Library Community Room, and I have agreed to abide by the regulations. I agree to clean the room and return all furnishings to their original position after the meeting and will be responsible for any damage to the room.*

\_\_\_\_\_  
Signature of Applicant      Date

\_\_\_\_\_  
Signature of Library Director      Date

This policy was approved on April 9, 2014 by the Juniata County Library Board of Trustees.

Last updated by the JCL board and JCL director: April 9, 2015

Interpretation, application and modification of this Acceptable Use Policy are within the sole discretion of JCL Director and Board of Trustees. Any questions or issues regarding this policy should be directed to the JCL Director.

## Meeting Room Regulations

1. The library meeting room is available for meetings of cultural, educational and civic groups. A fee may be charged at the discretion of the library board. Political meetings may be held, provided they are open to the public and of general interest. The room will not be available for commercial purposes.
2. Meetings may be held between 10 AM AND 8 PM Monday through Saturday, subject to the library's own schedule of activity.
3. Special arrangements may be made for Sunday meetings with approval of the Director.
4. Meetings in the meeting room are limited to a maximum of 75 people, as determined by PA. Dept. of L & I.
5. Groups may schedule the room for single or repeated use. The room may be booked up to and through the end of any booking year. The booking year runs from January to December. All bookings will be made on a first come, first serve basis. It is the responsibility of the group to notify the library as soon as possible of a meeting room cancellation.
6. Requests for use of the room are to be made on an application form available through the library Director's office. Prior to the meeting, a waiver is to be signed by someone taking responsibility for the group.
7. Groups will be required to return the room to its original condition.
8. When a room is to be used by organizations with members 17 years of age or under, applications must be made by an adult. An adult must be present at all times that the room is in use.
9. No fees maybe charged for admittance to meetings held at the library. No commercial sales, solicitations or other money raising activities may take place at a meeting.
10. No animals, with the exception of Seeing Eye dogs, are permitted in the meeting room without the approval of the director.
11. A no-smoking policy exists for all rooms in the library.
12. The library's audiovisual equipment may be used by groups meeting in the library provided that a competent projectionist is available. Use of the equipment is subject to established library rules and regular rental fees apply. Requests for the use of this equipment should be made at the time of the room request.
13. The meeting room kitchenette may be used to prepare simple refreshments. Groups are expected to bring supplies and food with them and to clean up after their meetings.
14. No other rooms, except rest rooms, are to be used by the meeting group, unless special permission is granted by the director.
15. Groups meeting after the library closes are responsible for assigning a member of the group to come to the library earlier that day to pick up the meeting room key. The outside door must be locked and lights and air conditioner or heat be turned off before leaving. The key to the meeting room should then be placed in the book drop.
16. Use of the facility in no way constitutes an endorsement by the library of the group or of the activities.
17. Requests for variance from the policies must be submitted in writing to the Library Board of Trustees prior to their regularly scheduled meeting. Approval or denial of said request will be returned to the group in writing within five (5) working days after the Board Meeting.

*I affirm that I am at least eighteen years of age. I have received, read, and understood the regulations pertaining to the use of the Juniata County Library Community Room, and I have agreed to abide by the regulations. I agree to clean the room and return all furnishings to their original position after the meeting and will be responsible for any damage to the room.*

---

Signature of Applicant

Date

Last updated by the JCL board and JCL director: April 9, 2015

Interpretation, application and modification of this Acceptable Use Policy are within the sole discretion of JCL Director and Board of Trustees. Any questions or issues regarding this policy should be directed to the JCL Director.

Last updated by the JCL board and JCL director: April 9, 2015

Interpretation, application and modification of this Acceptable Use Policy are within the sole discretion of JCL Director and Board of Trustees. Any questions or issues regarding this policy should be directed to the JCL Director.