Springfield Free Public Library Application
for Use of Library Meeting Space by Outside Groups

Date Requested:_________________  Start Time:_____________  End Time:_____________

Name of Organization:______________________________________________________________

For Profit:_________  Non-Profit:_________

Description of Event:________________________________________________________________

Anticipated Attendance:______________

Space Requested:
  Donald B. Palmer Museum____ up to 3 hrs., $50 non-profit, $200 for profit (circle one)
  Meeting Room____ up to 3 hrs., $25 non-profit, $150 for profit (circle one)

Equipment Requested:
  Kitchenette____ ($25)  Coffeepot____ ($10)  Projector____ ($10)

Room Set Up:
  # of tables:_____________  # of chairs:_____________

Description of Furniture Set-up:____________________________________________________

By signing this application form, it is my responsibility to ensure that the library’s meeting space will be used in accordance with all current library policies, including the following:

1. Fees for room use and associated equipment must be submitted in full within two weeks of the approval for library room use; if payment has not been received by that date, the room reservation will be removed from the library’s master calendar.

2. Meeting space may not be used for private use, social gatherings, political meetings or for commercial purposes, including the selling of financial services or products of any kind, whether the organization is for profit or non-profit.

3. No fees may be charged for admission to any outside event occurring on the library premises; fees may also not be charged for books, AV materials, handouts, or other items being used or promoted in conjunction with the event taking place.

4. Registration, advanced registration, sign in, or any other form of gathering attendees’ personal information, including names and contact information, is not permitted. Attendees may voluntarily provide this information at the conclusion of an event.

5. Handouts may not formally be distributed to attendees or left on seats; such information, including business cards, may be made available on a table where attendees may voluntarily choose to take handouts.

6. Any activity taking place in a library space must be open to any member of the public who chooses to attend.

7. The publicity for events by outside groups taking place inside the library must not give the impression that the library is co-sponsoring or in any other way supporting or endorsing the activities of an outside group.

8. Outside groups may not use any area of the library other than the space which has been specifically rented; the library’s lobby and grounds specifically may not be used to publicize or otherwise expand the area available to the group for its activities.
9. Alcoholic beverages may not be served anywhere on library premises.
10. Only light refreshments are permitted unless specific permission otherwise has been granted by the Library Director.
11. Library meeting space must be left in the condition it was found; outside groups will be assessed additional fees to cover the costs of cleaning, repair and/or replacement, as necessary.
12. The piano may not be used without the express permission of the Library Director nor may the piano be moved from its current location.
13. Program set up must be done within the three hour rental time allotment; groups must vacate library meeting space no later than 15 minutes before library closing time.

I have read, understood, and agree to abide by all the terms and conditions associated with my organization’s rental of library meeting space. I understand that should my group be found to be in violation of any of the terms stated above, the library may refuse to rent library meeting space to the organization on future occasions.

________________________________________________________________________

Name, position of designee, and date of application

________________________________________________________________________

Phone number and email or other contact information

________________________________________________________________________

Organization Address:

Name

________________________________________________________________________

Street

________________________________________________________________________

City, State & Zip Code

________________________________________________________________________

Name of group member who will be responsible for meeting space use on the date of the event or program

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FOR STAFF USE ONLY

Date application received: ________________  By (name of staff member): ________________

Application approved: ________________  Application rejected: ____________

Date of action taken: ________________  By (name of staff member): ________________

Date applicant is notified: ________________  By (name of staff member): ________________

Fee total: ____________  Date Fee Received ________________  By: (name of staff member) ________________

Nature of damage or need for additional cleaning after event: _______________________________

__________________________________________  Date Noted: __________________

By: (name of staff member) ________________________________