

Sequoyah Regional Library System

Application for Meeting Room Use

The Sequoyah Regional Library System has meeting rooms available as an extension of library services and for the purpose of meeting the informational, educational, recreational and cultural needs of a growing diverse community.

The Library subscribes to Article IV of the Library Bill of Rights that states that facilities should be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The fact that a group is permitted to meet at the public library does not in any way constitute an endorsement of the group's policies or beliefs. **(Policy FAC-3 Meeting, Study and Board Room Use)**

Applicant Name: _____

Contact Number: _____ Contact Email: _____

Organization/Group Name: _____ Purpose of Meeting: _____

Branch Location Request: _____

Meeting Date: _____ Number of Persons Expected: _____

Start Time (include set up time): _____ End Time (include clean up time): _____

Meeting Rooms are only available during operating hours, The room must be vacated 10 minutes prior to closing. SRLS Staff does not provide set-up or clean-up of meeting rooms. Please request sufficient time to set up the meeting room and return it to its original condition after your meeting.

Media Technology Needs:

Prior authorization is required for reservation of media equipment. Use cannot be guaranteed unless included in this reservation request. Staff will set up media prior to meeting start time. Staff will only troubleshoot SRLS media technology and will not be available to troubleshoot technology belonging to individuals. Any specific adapters needed must be provided by the organization.

Check Needs: Laptop Projector Screen Audio

By signing this application, I am agreeing that:

- I have read and understand the polices (FAC-3) governing use of the meeting room and agree to abide by them.
- Any advertisements regarding this event shall make it clear that the library is not the sponsor.
- My group is responsible for set up and clean up (returning the room to its original condition).
- I will be held responsible for the proper conduct of those attending the meeting and the expense of any damage to library property.
- I accept full responsibility for the proper use and care of any library equipment used.

Applicant Signature: _____ Date: _____

For Library Use

Application Received on: _____

Approved by: _____