

Application for Use of Mobile Public Library Meeting Rooms

DATE OF APPLICATION _____

FACILITY REQUESTED *Capacity is for persons seated in chairs*

- | | |
|---|---|
| <input type="checkbox"/> Ben May Main Bernheim Hall (capacity 239) | <input type="checkbox"/> Saraland Public Library Meeting Room (capacity 45) |
| <input type="checkbox"/> Ben May Main Armbrecht-Briskman Meeting Room (capacity 60) | <input type="checkbox"/> Semmes Regional Meeting Room (capacity 60) |
| <input type="checkbox"/> Grand Bay Meeting Room (capacity 20) | <input type="checkbox"/> Semmes Regional Conference Room (capacity 12) |
| <input type="checkbox"/> Moorer Branch Meeting Room (capacity 75) | <input type="checkbox"/> Toulminville Branch Meeting Room (total capacity 100) |
| <input type="checkbox"/> Parkway Branch Meeting Room (capacity 30) | <input type="checkbox"/> Room A (capacity 50) <input type="checkbox"/> Room B (capacity 50) |
| | <input type="checkbox"/> West Regional Branch Meeting Room (capacity 200) |

MEETING DAY(S), DATE(S) AND HOURS: Set arrival and finish times that allow for room set-up and breakdown.

Arrival Time _____ Event Starts _____ Finish Time _____

INFORMATION ABOUT YOUR ORGANIZATION

Name of Organization _____ Website _____

Address _____ City _____ State _____ Zip _____

What is the purpose of your organization? _____

Is your organization non-profit? Yes No If non-profit, give Tax Exempt # _____

INFORMATION ABOUT YOUR MEETING

What is the purpose of your meeting? _____

What activities will take place at your meeting? _____

How many people will attend your meeting? _____

What furnishings/equipment will you use? See Rules 12 & 14 _____

Will you charge an admission fee? See Rule 7 Yes No If yes, how much? _____

Will you serve refreshments? See Rule 11 Yes No If yes, please describe them: _____

How will you advertise your meeting? See Rule 8 _____

PERSON MAKING THE APPLICATION (responsible party):

Name _____ Phone(s) _____ E-mail _____

Address _____ City _____ State _____ Zip _____

I have read the *Policy and Rules for Use of the Mobile Public Library Meeting Rooms* (see page 2) and will ensure that my organization complies with them. **I understand that confirmation and acceptance of this application is subject to review by the Library Director.**

DATE: _____ **Applicant's Signature** _____

TO BE COMPLETED BY LIBRARY STAFF:

Amount Due (See Page 3) _____ Date Paid: _____ Check #: _____

Library Contact: _____ Phone: _____ E-Mail: _____

Library Address: _____ Library Phone Number: _____

Application Approval by Agency Manager _____ Date: _____

Application for Use of Mobile Public Library Meeting Rooms

Policy and Rules for Use of Mobile Public Library Meeting Rooms

POLICY: The library welcomes the use of its meeting rooms by community businesses, groups, and organizations. As an institution for education and free speech, the library makes its meeting rooms available on equal terms to all groups regardless of the beliefs and affiliations of their members. **Permission to use a library meeting room does not constitute library endorsement of any group's policies, objectives, goals, or beliefs.**

EXCLUSIONS: (1) Meetings for commercial purposes such as soliciting business or selling or promoting a product or service are not allowed. (2) Meetings for personal celebrations or ceremonies such as birthday and anniversary parties, weddings, or funerals are not allowed. (3) Meetings which may interfere with the function of the library because of noise, or any other factor are not allowed.

RULES: Every organization using Mobile Public Library Meeting Rooms must agree to the following rules. Misrepresentation of information supplied on the application form or failure to comply with meeting room policy and rules, Mobile Public Library rules, health and safety regulations, or posted room capacity may result in immediate termination of a meeting and prohibition from future use of the library's meeting rooms.

1. All meetings will be open to the public.
2. Applications must be completed in full. Include the name of the sponsoring organization, its official address, and the name of its responsible party. Include a clear statement of the group's mission or purpose as well as the purpose of the proposed meeting. Describe the activities to take place at the meeting and provide an estimate of how many people will attend. The person making the application will be considered the group's contact for all arrangements. All first-time users must make an application in person.
3. No organization or group may use the library as its official address.
4. Meeting room reservations are taken on a first come, first served basis, with the exception that priority will be given to organizations that have not been frequent users. Groups may book up to 15 meetings per year. Groups may book meeting rooms up to six months in advance.
5. No group may reassign to another.
6. Library sponsored programs and events take precedence over meeting room use by outside organizations. If cancellation of a group's confirmed reservation is necessary, not less than two weeks' notice will be given.
7. Groups may not charge admission fees unless they have library approval and have been granted tax-exempt status under section 501(c) (1-25) of the Internal Revenue Code. Presentation of an IRS determination letter to prove tax-exempt status may be required.
8. Any advertising, publicity, or other announcement regarding meetings to be held on library premises must clearly identify the sponsoring group and have library approval prior to issue. Such pieces shall show that the library is only the venue for the meeting and must not imply that the group's program is sponsored or endorsed by the library.
9. Youth groups (under the age of 18) must be supervised by an adequate number of adult sponsors.
10. Except for Bernheim Hall, there is no charge for using a library meeting room during regular library hours when all meeting activity concludes at least 15 minutes before library closing time. The Main Library and the West Regional Branch meeting rooms are available for use outside library hours. Charges for meeting room use after library hours may be found on page 3.
11. Fees for serving food and beverages are detailed on page 3. There is no charge when refreshments are limited to coffee, cookies, or cake. There will be a charge if your event is catered, or you serve a plated meal or heavy hors d'oeuvres. No alcoholic beverages or red beverages are allowed.
12. Meeting room tables, chairs, and podiums are available for use free of charge. A group may bring in additional equipment with prior approval by the library manager, however the library will assume no responsibility for such equipment, and the equipment must be removed at the end of the scheduled event.
13. Meeting rooms will be set up by staff according to application details. Rooms must be left in good condition including free of all litter and decorative materials. In scheduling your meeting, allow enough time for this activity so the group will be finished 15 minutes before library closing time. The applicant is responsible for any damage to the room or its contents.
14. The Main Library's Bernheim Hall is a fixed-seat theater that is suitable for musical and theatrical performances. A grand piano sits on the small stage. The Hall rental fee includes one rehearsal, not lasting more than 3 hours and pre-scheduled between the hours of 9 a.m. and 5 p.m., Monday through Friday. Use of the piano is also included in the rental fee. The library has the piano tuned once per year. When requested, the library will schedule an additional tuning by a library-approved tuner and the applicant will be charged.

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Charges for Use of Mobile Public Library Meeting Rooms and Bernheim Hall

Date of Application: _____

Name of Organization: _____

Facility Requested: _____ Date: _____ Time: _____

AFTER HOURS MEETING ROOM USE (see Rule 10)

Rental Fee	\$50.00 per hour or fraction thereof with 3-hour minimum charge	\$ _____
Attendant	Scheduled for programs outside of library hours and included with Rental Fee	_____ No extra charge
Security Fee	Scheduled for programs outside of library hours at \$15.00 per guard per hour or fraction thereof with 3-hour minimum charge	\$ _____

BERNHEIM HALL RENTAL (see Rule 14)

Rental Fee	\$50.00 per hour or fraction thereof with 3-hour minimum charge	\$ _____
Attendant	Scheduled for programs outside of library hours and included with the above Rental Fee	_____ No extra charge
Security Fee	Scheduled for programs outside of library hours at \$15.00 per guard per hour or fraction thereof with 3-hour minimum charge	\$ _____
Piano Tuning	When requested by applicant	\$ _____

FOOD AND BEVERAGE FEE (see Rule 11)

Ben May Main Library & West Regional Library	\$35.00	\$ _____
All Other Meeting Rooms	\$15.00	\$ _____

TOTAL AMOUNT DUE: \$ _____

PAYMENTS

Payment must be made no later than one week in advance of the scheduled event or meeting date. The applicant will be billed for any use exceeding the agreed amount.

Payment will be refunded provided a reservation is canceled no later than 48 hours in advance of the scheduled program, and provided the library has incurred no expense in connection with the reservation.

Application for Use of Mobile Public Library Meeting Rooms
Addendum for Ben May Main Library

Date of Application: _____

Name of Organization: _____

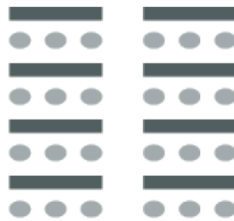
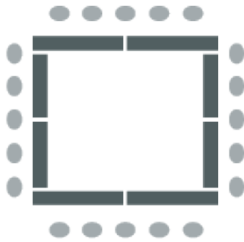
FACILITY REQUESTING:

- Armbrecht-Briskman Meeting Room Bernheim Hall Both Room and Hall

ARMBRECHT-BRISKMAN MEETING ROOM (See Rules 12 & 13)

Room Set Up:

- Boardroom Classroom Reception



Equipment Needed:

- Projector Screen TV Screen Podium Other (specify) _____

BERNHEIM HALL EQUIPMENT USE (See Rules 12-14)

Microphones (specify number needed, max 2):

_____ **Lapel** _____ **Head-Worn** _____ **Boom** _____ **Corded** _____ **Cordless**

Equipment and Furniture on Stage:

- Piano Projector Laptop Blue Ray/DVD Player
 Table Side Table Podium Chairs (how many) _____

Other (specify): _____

WILL YOU NEED A LIBRARY ATTENDANT?

- No For Set Up only For Rehearsal Only For Duration of Event