



Library Meeting Room Application 2017

Lucius E. and Elsie C. Burch, Jr. Library
501 Poplar View Parkway
Collierville, TN 38017
FAX (901) 854-5893

Name of Organization _____

Name of President / Chairperson _____

Contact Person _____

Address _____

Phone _____

E-mail _____

Not-For-Profit Tax ID _____

Meeting Date (s): (one meeting per month - groups may ONLY book for the current month and the following two months in advance of their meeting.)

Jan. _____ Feb. _____ Mar. _____ Apr. _____ May _____ Jun. _____
Date Date Date Date Date Date

July _____ Aug. _____ Sept. _____ Oct. _____ Nov. _____ Dec. _____
Date Date Date Date Date Date

Meeting Room: Halle Room (Capacity 40 people)

Meeting Time _____

Purpose of Meeting _____

Anticipated Attendance _____

Will Food be Served? YES NO

Each organization is responsible for arranging the room in the manner which they find most appropriate for their meeting.

Each organization is responsible for leaving the room in the manner in which it was found.

I have read the Meeting Room Policies and agree to abide by the conditions set forth.

Applicants Signature _____ Date _____

For Official Use Only

Date Reviewed _____ Approved _____ Denied _____

Approved by _____

Meeting Room Policies & Guidelines

- The following groups are exempt from meeting room rental fees: AARP, The Contemporary Club, all Town Departments and The Friends of the Library.
- The Library is pleased to offer free meeting room space for local non-profit organizations **to be limited to a 2 hour time period per meeting. Non-profit organizations will be charged an hourly rate of \$30 if they occupy the room 10 minutes past the 2 hour time period.**
- The Lucius E. and Elsie C. Burch, Jr. Library offers meeting room space to **all other businesses/organizations at \$30/hr.**
- If an organization occupies the room 10 minutes past the time period reserved, an hourly charge of \$30 will apply.
- All programs /meetings must not disrupt the use of the library for others.
- Permission to use the library meeting room does not imply library endorsement of the views, aims, policies or activities of any group or organization.
- The meeting room will not be used for:
Fundraising activities or events, except those sponsored by the Library
- The Library does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation.
- The Library reserves the right to reassign an organization to a different room or date if the room is needed for a library sponsored activity.

Guidelines:

- Groups are limited to **one reservation per month** to ensure that meeting room space is available to as many organizations as possible*.
- Groups can reserve the meeting room for twelve weeks in advance of their meeting
- The meeting room will be booked on a first-come, first-served basis.
- The Library must be notified in advance of any meeting cancellation, or change in the name / phone number of the designated contact person for the group. Failure to comply with this policy may result in the non-acceptance of future bookings.
- The meeting room must be left in the order in which it was found. Tables and chairs may be rearranged, provided they are returned to their original arrangement at the end of the meeting. A fee will be charged to users for repairs of damages or special cleaning as determined by the Library Director.
- Any group that plans to invite an outside speaker to their meeting must inform the library (one-week in advance) and provide a copy of any planned promotional materials that include the name or address of the library.
- Non-profit organizations may be asked to provide a tax exempt number.
- To reserve the meeting room, an adult (18 years or older) must review the *Meeting Room Policies* and complete a *Meeting Room Application*, available at the Library. Applications should be submitted at least **two-weeks** before the actual event.
- Specific dates and times for all meetings must be recorded on the application (i.e. August 12th from 2:00 – 4:00 p.m.).
- The designated organizational contact will be called if the meeting room request is not approved or the dates/times cannot be accommodated.

* Organizations that currently use the meeting room on a weekly or bi-weekly basis will be allowed to continue this arrangement.