



## Meeting Room Request Form

Name of applicant / contact:		
Name of organization:		
Contact phone number:		Email address:
Date requested:		Event start time:
Set-up will begin at:	Clean-up will end at:	(Set-up cannot begin before our opening hours. Meeting must end no later than 15 minutes before we close.)
All meetings held in the library must be free of charge and open to the public. Does your meeting meet this requirement?		
Yes or No:		
Purpose of use:		

**Table and chair set-up** (check one):     Theater (chairs only)     U-Shape with chairs     Hollow Square with chairs

**Equipment Options:** (check those that apply)

Large TV with HDMI cable     MAC dongle adapter     Microphone     Podium     Tabletop easels

I agree that the above statements are true and that I have read, understood, and will honor all policies and information, including the attached Meeting Room Policy. Submission of this form does not guarantee reservation of room. A staff member will contact the applicant with confirmation or denial.

Signature of applicant

Printed Name

Date

For questions, contact the Emporia Public Library at (620) 340-6469.

Return forms electronically to [meetingroom@emporialibrary.org](mailto:meetingroom@emporialibrary.org) or drop off during business hours. The meeting has not been scheduled until you hear back from a library staff member confirming your booking.

*Staff use only: Date application received:* \_\_\_\_\_

## **Emporia Public Library Meeting Room Policy**

### **Approved by the Library Board September 14, 2023**

It is the policy of the Emporia Public Library, as part of its information mission, to provide meeting-room space for meetings and programs of a civic, cultural, educational, and/or recreational nature. The use is to be on an occasional basis, as it is not the intent to provide space to support the primary activities of a group or organization.

Meeting rooms shall only be used in accordance with federal, state and local laws, and with library policies, regulations, and procedures. All meetings held in the library must be open to the public and free of charge – personal/private events are not permitted. They must take place within usual library hours and must end fifteen (15) minutes before the library closes. Attendance is limited to the official room capacity (95 seats) approved by the fire marshal. Meetings may not disrupt the use of the library by others, and persons attending the meetings are subject to all library regulations and policies, including the Code of Conduct policy. Library staff retains the right to attend any meetings or events, or portions thereof, scheduled at the Library to ensure compliance of the room usage.

First priority for use of the meeting rooms will be given to library-produced or library-sponsored programs. The right to revoke permission to use a meeting room is reserved if the room is needed for library purposes.

Sales of products or services, orders, or donations, charging admission or registration fees, and/or soliciting donations are prohibited with the exception of activities in conjunction with Emporia Public Library programs or Friends of the Library-sponsored programs. Meeting rooms may not be used for commercial purposes.

The use of a meeting room does not indicate the library's endorsement of the beliefs or ideas expressed by those using the room. Meetings may not be publicized in a manner that suggests library sponsorship or affiliation. Advertising of non-library sponsored events at library facilities shall include the following statement in any distributed materials related to a meeting, event, or activity: "Use of library facilities does not imply Emporia Public Library sponsorship or endorsement of the activities or views expressed by participants." Advertising materials may not imply endorsement by the Emporia Public Library and use of the Emporia Public Library's logo or other indicia in advertising materials is prohibited without the written authorization of the Executive Director.

Applicant submitting the room reservation request must be the authorized representative of the organization or group and will serve as the contact person. To reserve the Meeting Room, the applicant must be at least 18 years of age. Study Rooms do not have a limit on age and are detailed in the Study Room Policy. Reservations may be made by calling or visiting the Emporia Public Library during operating hours. Meeting Room reservations should be submitted no less than twenty-four (24) hours in advance, but no more than six (6) months in advance. Exceptions may be made at the Executive Director's discretion.

The final decision on the scheduling of a meeting or program in the library rests with the Executive Director. The applicant will be held responsible for any damage and cleanup of the room after its use, e.g., chairs stacked, personal items removed. The Meeting Room shall be left in good order and in the original set-up. Failure to do so may result in denial of future use of the room or the costs of clean up.