

# Application for Use of Marion Community Meeting Room LONG TERM RESERVATIONS

Date \_\_\_\_\_

Name of Organization																			
Dates and Times Requested	<table border="1"> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td></tr> </table>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Contact Person Name																			
General Description of Use																			
Estimated Attendance																			

Please Check:

- I have read and will comply with the Marion Community Meeting Room Policy and Guidelines.
- We will leave the room and the building secure according to the instructions.
- I will notify the library 24 hours before cancellation of event.
- I understand that failure to comply with the stated policies may result in the loss of meeting room use privileges.

He/She on behalf of the organization does hereby covenant and agree to defend, indemnify and hold harmless the Town of Marion from and against any and all liability, loss, damages, claims, or action (including costs and attorney fees) for both bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Marion's property, facilities and/or services by the organization.

Signature of applicant and responsible person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

<i>For Staff Use Only</i>	
Approved by: _____	Date: _____
Non-Profit Group:    yes        no	
\$50 Fee Rec'd: ___ check # _____ or \$65 Non-Res Fee Rec'd: ___ check # _____	
\$75 Deposit Rec'd: ___ check # _____      Date Deposit Returned: _____	



## MARION PUBLIC LIBRARY COMMUNITY ROOM POLICY

### **PURPOSE:**

In keeping with the Town's mission to offer a welcoming place for community interactions, the Marion Community Room is available for use by community groups for meetings and programs when not needed for library purposes. Use of the meeting room does not imply endorsement by the Town, Library Staff or Trustees of the viewpoints presented.

### **POLICY:**

- The Town and Library Board of Trustees encourage the widest possible use of the community room by government agencies, nonprofit community groups and other as long as this use does not interfere with the normal functions of the library.
- Room may be used between the hours of 8:00 AM and 10:00 PM. Room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Room bookings are subject to cancellation within two weeks' notice if the room is needed for library programming.
- Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- Groups may reserve space for up to six meetings in a six-month period. No single group may have more than six meetings in a six-month period unless the library is a co-sponsor.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the provision of services.