

Application for Use of Marion Community Meeting Room RECURRING MEETINGS/LONG TERM RESERVATIONS

Today's Date _____

Name of Organization		
Dates and Times Requested	DATES	TIMES
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 Marion Library 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: _____



COMMUNITY ROOM POLICY

PURPOSE

In keeping with the Marion Library'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 others, 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, workshops and other similar functions. **Partisan political campaign activity is prohibited.**
- 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, are prohibited except for those sponsored by the library.**
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- No single group may have more than six meetings in a six-month period unless the library is a co-sponsor, or under the discretion of the board and manager.
- 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.
- All groups must follow the Civil Rights Law.
- **No Pets**
- Groups who use the library rooms may serve light refreshments (note: alcoholic beverages are prohibited).
- Smoking and/or vaping is prohibited.
- **The group is responsible for leaving the room (including kitchen and restroom areas) in the condition in which it was found. All food must be removed from refrigerator and freezer. Garbage must be removed. Deposits may be retained and additional charges will be assessed for damages if required.**
- No tape may be used on walls or ceiling.