



## PROGRAM ROOM POLICY

The primary function of the meeting and story time rooms are to provide a space for library sponsored programming. Community groups engaged in educational, cultural, intellectual, charitable, or social activities may apply to use a program room. An application form and procedure for requesting the room is attached.

A program room may be used during normal library business hours. Groups may reserve a room for two meeting times in any one month.

Group size is limited to the legal occupancy of the room.

All meetings and gatherings must be open to the public.

No admission fee may be charged for a program or event. Exceptions include fees that are used for the purchase of supplies used during a program, such as a craft workshop. Such fees shall not prevent a person from attending a program.

The library does not advocate or endorse the viewpoints expressed by program room users.

All users are required to provide proof of liability insurance before the start of their program.

The consumption of alcoholic beverages and gambling is prohibited on library grounds.

Evening meetings must end 15 minutes prior to the library closing.

Applicants are responsible for room setup and for returning all chairs and tables to their original location. No undue burden shall be placed upon library staff for room clean up.

Failure to comply with room regulations as described in the application and this policy will result in the forfeiture of program room privileges for 6 months.

Adopted by the Library Board of Trustees 3/21/2017



TOWNSHIP OF WASHINGTON  
PUBLIC LIBRARY

## PROGRAM ROOM APPLICATION

*Applications must be submitted two weeks before the requested date.  
Room reservation is not guaranteed until you receive a confirmation.*

**An application form must be submitted to the library to schedule a meeting.**

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Our library is requesting a program room for the purpose of:

\_\_\_\_\_

On the following dates and times: *Requests are limited to one month at a time, two meetings a month.*

\_\_\_\_\_

Please select your requests:

Storytime Room (small group 20 people)

Large Meeting Room (No Snacks, No crafts)

\_\_\_\_\_ Number of Tables Needed

\_\_\_\_\_ Number of Chairs Needed

Please confirm:

*I have read the program room policy. Failure to notify the library of a cancellation within 48 hours of the meeting time or failure to restore the room to the condition in which it was found will result in the forfeiture of this privilege for 6 months. Our group will observe all other library rules and regulations.*

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

***Please note that all meetings must conclude 15 minutes before the Library closes.***

### LIBRARY USE ONLY

Application received by \_\_\_\_\_ date: \_\_\_\_\_

Application approved by \_\_\_\_\_ date: \_\_\_\_\_

REVIEWED

APPROVED

ON STAFF WEBSITE CALENDAR