

Meeting Room Reservation Request

PLEASE NOTE: Meeting rooms may be used only for civic or educational programs or events. Commercial usage of the rooms is not permitted. All meetings must be open to the public. Groups may not post signs or displays outside of the reserved meeting room.

Date requested _____

Start time _____ End time _____

Event _____

Number of people attending (approximate) _____

Group (NONPROFIT ONLY) _____

Contact Information

Name _____

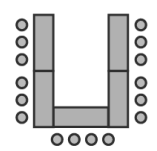
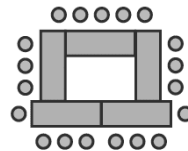
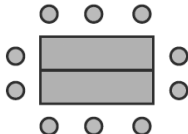
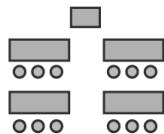
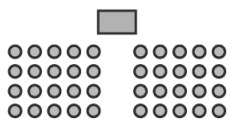
Mailing Address _____

Phone _____

E-mail _____

Room Setup (Please select your preference by checking the box to the left of the setup style)

Auditorium Classroom Conference Hollow Square Horseshoe



Equipment (Select equipment needed by checking the box to the left)

Overhead projector TV/Video Podium Microphone

Please check here → _____ I am the authorized representative of the group requesting a meeting room reservation and I have read and understand the policies governing the use of the Great Plains Room and Red Earth Room at the Public Library of Enid & Garfield County. I understand that my organization assumes responsibility for the room, equipment, and furnishings for the time assigned and that the room will be left in an acceptable condition afterwards. I further understand that failure to comply with any of the policies governing use of the room may result in loss of privileges.

Signature of Requestor

Today's Date

Meeting Room Policy

As approved by the PLEGC Advisory Board on May 26, 2013

Events initiated, authorized, planned, scheduled, promoted, or produced by the library shall have first priority in the scheduling of the library's meeting rooms. This includes library-related events being held in cooperation with other community groups or agencies to help fulfill the library's mission in meeting community educational, informational, and cultural needs.

When not required for library purposes, the meeting room is available for use by any community group or individual. **Non-profit groups may use the meeting rooms free of charge.** *Meeting rooms are to be used only for civic, educational, or enrichment programs and/or events. Groups may not post signs or displays outside of the reserved meeting room.*

The library reserves the right to refuse scheduling, based on availability of meeting rooms, frequency of meeting, and demand from other organizations. The library also reserves the right to request changes in meeting room time or location if a conflict with a library event arises. Reservations are accepted on a first-come, first-served basis. Reservations are generally accepted three months in advance, but not more than six months in advance.

An authorized representative of the requesting organization must submit the library's Meeting Room Request form, accepting responsibility for use of the meeting room and for compliance with the library's meeting room policy.

Admission shall not be charged for any function held in the library's meeting room. Donations, membership dues, and/or registration fees covering the cost of materials or speakers are acceptable.

Meetings may be held only when the library is open for business. All meetings must be concluded by the library's closing time, with all the attendees involved out of the building, unless prior arrangements have been made and approved by the Director or the Director's designee.

All group meetings must be open to the public. Each organization is responsible for ensuring that its program is in compliance with applicable state and federal statutes (i.e. Open Meetings Act, Copyright Law, etc.). Executive sessions of public bodies in compliance with the Oklahoma Open Meeting Act and internal Public Library of Enid and Garfield County businesses are exceptions, and therefore permissible.

Refreshments may be served. Organizations are responsible for clean up and the disposal of all food and the deposit of all refuse in trash receptacles. If the room is not clear of all food and refuse after a meeting, a charge will be assessed and future use of the room may be restricted.

Certain equipment may be made available to organizations using the meeting room upon request. It is the responsibility of the organization to request the equipment when scheduling. No auxiliary lighting or additional special equipment may be used without prior approval of the Library Director or the Director's designee. All electrical or other equipment must conform to city code and safety standards.

Tobacco products, alcoholic beverages, illegal substances, and drugs are not permitted anywhere in the library at any time.

Children 9 years of age and younger must remain with parents who are attending a meeting. See the Children's Safety Policy.

Organizations using library meeting rooms are responsible for any lost or damaged library equipment or furniture and damage to walls or carpeting.

Library meeting rooms are not intended to be scheduled for parties or personal celebrations.

Use of the library meeting rooms by any organization does not in any sense constitute an endorsement of that organization's policies or beliefs by the Public Library of Enid and Garfield County, the Library Board, the City of Enid, or Garfield County.

The Public Library of Enid and Garfield County reserves the right to deny use of the library meeting rooms to organizations that knowingly violate any of the above guidelines.