



# Meeting Room Reservation Request

PLEASE NOTE: If the meeting is subject to the Open Meeting Law, the individual or group responsible for the meeting is responsible for complying with the law. These meetings will be open to the public.

**Meeting Date requested** \_\_\_\_\_

**Start time** \_\_\_\_\_ **End time** \_\_\_\_\_

**Event** \_\_\_\_\_

**Number of people attending (approximate)** \_\_\_\_\_

**Group/Organization** \_\_\_\_\_

**Description of the Event**

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**Is the meeting open to the public?** ☐ **Yes** ☐ **No**

## Contact Information

**Name** \_\_\_\_\_

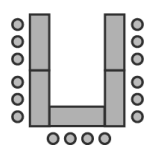
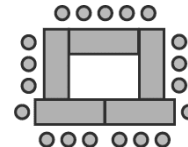
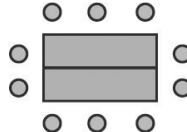
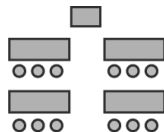
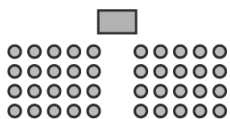
**Mailing Address** \_\_\_\_\_

**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

- A. When not required for events sponsored by the library, the meeting rooms are available for use by individuals or groups.
- B. Priority will be given to individuals and groups that request the use of the rooms for educational, civic or cultural purposes.
- C. The rooms may be reserved for informational or educational programs that are political and sectarian.
- D. The rooms may not be used to present obscene materials or topics that are harmful to minors.
- E. The library may refuse a request based upon availability of the rooms, frequency of the meetings. The library may require a change in date, time, or location if a conflict with library events arises.
- F. Reservations are generally accepted three months in advance, but not more than six months in advance.
- G. Meetings may be held only when the library is open for business.
- H. If the meeting is subject to the Open Meeting Law the individual or group responsible for the meeting is responsible for complying with the law. These meetings will be open to the public.
- I. Admission can not be charged for attendance and requests for donations are not permitted.
- J. Children twelve years or younger must be accompanied by parents or guardians and must remain with them during the meeting.
- K. Refreshments may be served. The individuals or groups using the room are responsible for cleaning and disposing of all food and trash.
- L. No tobacco products or alcohol may be used in the library.
- M. The individual or group must fill out and submit the Library's Room Application. Any special requirements or use of special equipment should be clearly noted on the application.
- N. Individuals and groups that use the meeting rooms are responsible for lost or damaged equipment, furniture, or damage to the room generally.
- O. While the library does not sponsor or endorse the meetings, content or activities that occur in the reserved rooms, the library will provide information about the program or meeting, the time, date, location, and topic so patrons can make an informed decision on whether to attend.

I am the authorized representative of the group requesting a meeting room reservation. I have read and understand the policies governing the use of meeting rooms 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.

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**Signature of Requestor**

**Today's Date**