**Empire Room Policy**

**(Approved May 15, 2012, Amended 6/15/21)**

**Purpose**
In keeping with the Library’s mission to offer a welcoming place for community interactions, the Dormann Library Empire Room is available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of this room does not imply endorsement by the library staff or Trustees of the viewpoints presented.

**Policy**

The Library Board encourages the widest possible use of this conference room by government agencies and nonprofit community groups as long as this use does not interfere with the normal functions of the library.

No group will be guaranteed exclusive right to a specific day or meeting time.

Occupancy is limited by local code and library usage.

State law and the Board of Trustees prohibit smoking anywhere on library property.

The Library Director and/or Board of Trustees reserve the right to deny any use request.

The person making the request must complete the application form and pay all applicable fees:

 Not for Profits that are open to the public and do not charge for their meeting: $0

 Not for Profits that are not open to the public and/or charge for their meeting: $15 per hour

 For Profits: $30 per hour

 If they are bringing food or beverages (except water), there is a $15 cleaning charge.

That person (or his/her representative) will be responsible for monitoring for compliance of acceptable behavior, be responsible for clean-up, report any damage and make sure the room/library is secure, if after hours.

If a key is obtained, it shall be the responsibility of the one making the reservation and should be returned the following day, or may be left in a designated spot on departure.

Room set-up and return to pre-meeting status is the responsibility of the meeting group. Any damage or excessive cleaning will be charged to the group.

NO supplies are provided. Any supplies brought in must be properly disposed of or removed. A garbage receptacle will be provided.

Parking is available but the group should use no more than 20 parking spaces. IF YOU NEED MORE THAN 20 PARKING SPACES, PLEASE PARK ACROSS THE STREET BY THE RAILROAD TRACKS.

**Empire Room Application**

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_Not For Profit \_\_\_\_For Profit

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Number Attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Needed/ Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give a brief statement regarding purpose of meeting:

Please list any special equipment needs:

Will refreshments be served? \_\_\_\_Yes \_\_\_\_ No

*(There is cleaning fee of $15.00 if refreshments are served.)*

Total Fee Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreement**

I will pick up a key, if necessary, and return it within 24 hours of meeting.

I will notify you of any changes 72 hours in advance of the meeting date.

I will oversee my group and will abide by the rules given to me regarding the use of the Empire Room.

I will make payment in full before the time of my meeting.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# For Library Use

\_\_\_\_\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Denied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Referred to Board

Fees Paid by: \_\_\_\_\_\_\_\_\_\_Check \_\_\_\_\_\_\_\_\_\_Cash \_\_\_\_\_\_\_\_\_\_ Invoice \_\_\_\_\_\_\_\_\_\_NA

Director’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_