

Jeudevine Memorial Library Meeting Room Application Form

We welcome you and your group to the Jeudevine Memorial Library. Please complete this application form, sign it, and return it.

Name of organization: _____

Type of organization: Non-Profit _____ Commercial _____ Private Group _____ Individual _____

Contact Person: _____ (Legally Responsible)

Mailing Address: _____

Physical Address: _____

Telephone Number: _____

E-mail address: _____

Request Date: _____

Beginning Time: _____ Ending Time: _____

Small conference room available during regular library hours. Parker Ladd is available 7 AM–10 PM.

Please indicate which room you require:

Small Conference Room _____ Parker Ladd Community Room _____

Equipment Needed: If you need the projector and screen, please schedule an appointment to be shown how to use them by library staff.

Commercial organization fee is \$50/use. Check here when paid _____

Code given if needed (date) _____ Code: _____

Good for the duration of your program. You are responsible for unlocking and locking the door for your program.

All groups must leave the meeting area clean and tidy. The library will charge for any breakage, damage, or excessive cleaning resulting from using the meeting room, up to \$150. Any costs for damage to furniture/fixtures/equipment/rooms will be paid by the applicant. This may also result in restricted use of meeting spaces in the future.

IMPORTANT: Use of the library meeting room does not imply endorsement of the event or its sponsor by the Jeudevine Memorial Library Board of Trustees or staff. Furthermore, no announcement, press release, flyer, or other promotional endeavor should state or imply the library's endorsement of the event or its sponsor.

Promotional materials must clearly state that the library is merely the location of the meeting. Failure to do this may result in losing access to this space. The only mention of the library should appear at the end of your press release or social media posts using this language: **"This event will be held in the Parker Ladd Community Room of the Jeudevine Memorial Library, located at 93 N. Main Street. This is not a library-sponsored event."**

I certify that I have read and agree to abide by the terms outlined in this application.

Signature: _____ Date: _____