

CUYAHOGA FALLS LIBRARY
2015 Third Street
Cuyahoga Falls, Ohio 44221
Phone #: (330) 928-2117 Fax#: (330) 928-2535

MEETING ROOM APPLICATION

Date of Application: _____ **Meeting Date:** _____

Name of Organization: _____

Type of Meeting: _____

The Library reserves the right to change room assignments to assure best possible use of the meeting facilities. Preference is always given to library sponsored programs.

Meeting Time: _____ **to** _____ **Number Expected:** _____

Note: Persons applying for meeting rooms are responsible for specifying meeting room set-up and services at the time of the application. 48 hours notice is requested for any changes, additions or cancellations. Meeting rooms must be **vacated no less than 10 minutes** prior to library closing time. **Meeting rooms will not be held without an approved application.** "No Shows" may be restricted from future meeting room use. **Reservations are confirmed only upon receipt of this application.**

Room Set Up: (i.e., audience, classroom) Specific instructions or diagram:

Library services requested:

Podium Projector Screen Projector Stand Easel Coat Rack

Wi-fi is available in the meeting rooms

I assume responsibility for my groups conforming to the Library's Rules and for any damages to library property by members of the group. It is understood that the library has no obligation or responsibility for damage, injury, loss, or disappearance of property or to persons for any reason in connection with the use of the premises. I also understand that smoking or use of tobacco is prohibited on Library property.

PLEASE PRINT

Contact Person: _____

Address: _____

Phone #: _____ **Email:** _____

CUYAHOGA FALLS LIBRARY MEETING ROOM POLICY

PURPOSE

The primary purpose of the library meeting rooms is to provide facilities for library-related activities. The meeting rooms may be used by non-profit educational, cultural and community groups subject to availability. The library reserves the right to pre-empt scheduled meetings for special library activities. In this event, no less than 1 weeks notice shall be given.

LIMITATIONS

Private social events, and sales or promotion of commercial products or services are not permitted. All meetings must be open to the public and no entrance fees may be charged. Facilities, equipment, and times of availability may vary.

APPLICATIONS

The meeting rooms will be booked no more that 3 months in advance. A designated representative of the organization wishing to use the meeting rooms must complete and sign the Cuyahoga Falls Library Application for Meeting Room Use. All applications must be submitted for approval. Meeting rooms are not available on Sunday.

SMOKING

Smoking or the use of tobacco, including e-cigarettes and other nicotine delivery systems, is prohibited.

REFRESHMENTS

Light refreshments may be served in all meeting rooms. Alcoholic beverages are not permitted. Groups booking the meeting rooms are responsible for clean up.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment (TV/VCR) may be available by prior arrangement.

PUBLICITY

The use of the meeting rooms by any non-library organization shall not be publicized in such a way as to imply library sponsorship unless the library is co-sponsoring the event.

RESPONSIBILITY

Those using the meeting rooms are responsible for loss or damage to library property. If a group using the meeting rooms fails to abide by the Cuyahoga Falls Library Meeting Room Policy, the library may refuse to allow further use by that group. The library is not liable for injuries to people or any loss or damage of property of organizations using the meeting rooms.

I have read and agree to the terms of this application and meeting room policy.

Name: _____ **Date:** _____