



Meeting Room Reservation

PLEASE PRINT a copy for your records.

Elements Needed:

Date requested _____

Begin Time _____ End Time _____

Event _____

Group _____

Is this group nonprofit? _____ For profit? _____

Number of people attending (approximate) _____

**You can also give a range to choose from (e.g. 10, 10-20, 30-60, more than 60)*

Contact Information:

Contact Person (Name) _____

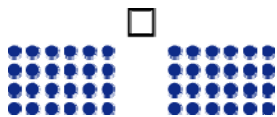
Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work or Cell Phone _____ E-Mail Address _____

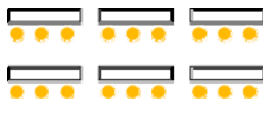
Room Setup:

*(*Please select your preference by checking the box above the room setup style.)*

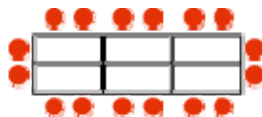
Auditorium



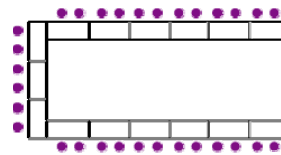
Classroom



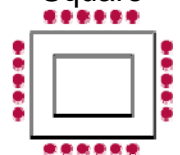
Conference



Horseshoe



Hollow Square



Equipment:

Overhead

TV/Video

Podium

Microphone

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

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 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 Guidelines

Events initiated, authorized, planned, scheduled, promoted, or produced by the Library shall have first priority in the scheduling of the Library's meeting room. 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. Non-profit groups may use the meeting room for free. For-profit groups will be assessed a charge.

The Library reserves the right to refuse scheduling, based on availability of meeting room, 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 accepted three months in advance.

An authorized representative of the requesting organization must submit the Library's Meeting Room Application, 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 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 business 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 the Great Plains Room are responsible for any lost or damaged Library equipment or furniture, and damage to walls or carpeting.

The Public Library of Enid and Garfield County reserves the right to deny use of the Great Plains Room to organizations that knowingly violate any of the above guidelines.

Use of the Great Plains Room 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.