

Kinsman Free Public Library Meeting Room Reservation Request

The Kinsman Free Public Library meeting rooms are available to residents and organizations of Trumbull County for public gatherings of civic, cultural or educational nature.

Is the Responsible Party a resident of Trumbull County?

- Yes _____
- No _____ *If the answer is no, then you may not reserve the meeting room.*

Is the purpose for the use of the room of civic, cultural or educational nature?

- Yes _____
- No _____ *If the answer is no, then you may not reserve the meeting room.*

Meeting Room Requested:

_____ Large Meeting Room

_____ Historical Room

Day of the Week & Date Room is Needed:

(Rooms are only available on days/dates in which the library is open and during the hours when members of Library staff are on duty; Library or co-sponsored activities will have first priority to use of the meeting room.)

Start Time of Meeting: _____

(All meetings must have a start time that is at least 30 minutes past the time that the Library opens.)

End Time of Meeting: _____

(All meetings must have an end time that is at least 30 minutes prior to the time that the Library closes.)

Responsible Party's Name: _____

Responsible Party's Address: _____

Responsible Party's Phone Number: _____

Responsible Party's E-Mail Address: _____

Is the Responsible Party 18 years of age or older?

(Responsible Party must be at least 18 years of age)

- Yes _____
- No _____ *If the answer is no, then you may not reserve the meeting room.*

Organization's/Group's Name: _____

Purpose for Reserving Meeting Room: _____

Will the organization, group or responsible party be selling items or stand to gain economic benefit as a result of the meeting?

(The meeting room will not be available for the economic benefit of private individuals or of commercial concerns, or when in the judgement of the Director the purpose or result of such use is inconsistent with the purpose of this institution).

- Yes _____ (If the answer is yes, then you may not reserve the meeting room.)
 - No _____
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Thank you for submitting a request to use our meeting rooms. All requests must be approved by the Director. You will be notified by phone if your request is approved.

Regulations

- The Kinsman Free Public Library meeting rooms are available to residents and organizations of Trumbull County for public gatherings of civic, cultural or educational nature.
- The meeting room will not be available for the economic benefit of private individuals or of commercial concerns, or when in the judgement of the Director the purpose or result of such use is inconsistent with the purpose of this institution.
- Responsible parties (applicants) must be at least 18 years of age.
- The applicant is responsible for arranging for access to the Meeting Rooms.
- No fee will be charged for use of the Meeting Rooms unless the Library is asked to provide special services, equipment, etc., or circumstances relating to use require that extra services be supplied for "set up" or "clean up".
- Applicant is responsible for cleaning up and leaving the room in the same manner in which you arrived, including position of tables, chairs and/or other furniture.
- Groups may not move any items, artifacts or display cases located in the Historical Room.
- All meetings should be concluded at least 30 minutes prior to the time that the Library closes. Attendees should be informed of Library operating hours and advised that they must leave the building by Library closing time.
- Applicant is responsible for making the necessary provisions for setting up the meeting area, conducting the meeting in conformity with the purpose approved and in a manner so as not to cause disturbance of Library services and operations.
- The applicant shall be present and responsible for groups using the facilities. For juvenile groups, adequate adult supervision is required.
- Alcohol, smoking and tobacco products are strictly prohibited.
- No emblems, symbols or replicas of ANY groups will be permitted to be displayed.

I have read and understand the Regulations set forth in this request form. I agree to adhere to this and all Library policies.

Signature: _____ Date: _____

Printed Name: _____