

FY2014 APPLICATION FOR MEETING ROOM USE
Lilly Library 19 Meadow Street Florence, MA 01062

(Complete & Return to the Reference Department / Director's Office)

Name of applicant.....

Organization.....

Type of Organization: Nonprofit (501(c)3) _____ Literary _____ Civic _____
Educational _____ Philanthropic _____ Other _____ For Profit _____

Mailing
Address.....

.....

Tel FAX

E-Mail

Add me to your E-Mail Announcements List for Lilly Library & the Friends of Lilly
Library (We do not share/sell our list.): Yes No

DATES REQUESTED:

Generally, Reservations may be for no more than 2 per month, and for no more than
3 months in advance. Normally, the Meeting Room is available for use only during
hours when the library is open.

Month 1: _____ Date 1 & Time: _____ Date 2 & Time: _____

Month 1: _____ Date 1 & Time: _____ Date 2 & Time: _____

Month 2: _____ Date 1 & Time: _____ Date 2 & Time: _____

Month 2: _____ Date 1 & Time: _____ Date 2 & Time: _____

Month 3: _____ Date 1 & Time: _____ Date 2 & Time: _____

Month 3: _____ Date 1 & Time: _____ Date 2 & Time: _____

Average Attendance: _____ Admission Fee? _____

STAFF ONLY: Notes for Use (Library Sponsored Program Only):

Approved? Yes No..... Total Fees: _____ (from page 3)

Staff Covering: _____ Applicant Notified (Date): _____

Payment Received: _____ Staff Completing This: _____

DATE: _____ Copy to Director (Applicable for Fees Only) _____

ROOM USE FEE SCHEDULE (FOR UP TO 3-HOUR BLOCK TIME)

- For event sponsored by the library staff, Trustees, or Friends; 501c3 group; Northampton civic groups and individuals; library agencies, author book signings/sales. No fund raising or donations - NO CHARGE
- Use of the meeting room by a non-Northampton group or event sponsor (except library agencies); Out of town fee always applies. \$5.00 in addition to any fee below.
- Free public event to present information about a business - \$20.00
- Event with admission fee, fund-raiser or donation requested – sponsored by civic group, individuals, or non-profit groups - \$10.00
- Event with admission fee, fund-raiser or donation requested – sponsored by commercial business – \$30.00
- Meeting room is not available for private parties e.g. birthdays, weddings

Maximum Chairs: 40 Maximum Tables: 6 Please note that we currently do not have any AV equipment available. Wireless access to Internet is available in the room.

RULES GOVERNING USE OF LIBRARY MEETING ROOM:

1. Total capacity is 80 persons standing room only; 40 persons with seating.
2. Meeting space used beyond regular library hours will require the presence of a library representative at extra cost per hour.
3. Additional expense may be assessed if group does not vacate meeting space fifteen minutes before the building is closed.
4. To protect interior finishes, materials may not be attached to windows or walls.
5. Meeting room must be restored to its original clean condition.
6. Unlawful activity shall not be permitted in meeting room and such activity shall be a basis to deny future use of the space by groups or individuals violating this policy.
7. Meetings may be terminated if they are disruptive to library services.
8. Responsible adults must supervise activities for minors age 17 and under.
9. Permission to use meeting room is not transferable by any individual or group when application was previously approved.
10. Meeting room users agree to pay for any and all damages to library property while applicant is using property.
11. Users are requested to bring their own easels, office equipment and supplies.

Initials & Printed Name of Representative for Organization or Group is confirmation of agreement to follow these guidelines, Policy (p. 3), & that all information submitted is accurate. As applicable, all Fees are due by the first reservation date. Pay at the Reference Desk, or mail, Attn: Director.

_____ Title: _____
Initial Print Your Name Position within the Group/Org.

Date: _____

**Official Agreement between Lilly Library Association and
 Group / Organization _____
 Representative _____**

- I certify that I am an officer of the above named organization; that I have the authority to reserve the meeting room; and that the above statements are true to the best of my knowledge and belief.
- I hereby agree that the applicant will be responsible for any damage caused by the applicant's organization to the library premises or furnishings because of the use of said premises, and agree to pay for said damages as assessed by the Library Board of Trustees.
- I have read and agree to abide by and uphold all rules and policies of the Lilly Library Association governing the use of library premises.
- I agree to protect, save, and keep the Lilly Library's Board of Trustees, the Library Director, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.
- If food and beverages are served, I agree to clean-up and carry-away all trash and left-over foods from the event. I understand that food and beverages must not be taken into the library.
- I agree to assure that all meetings will adjourn and that all attending will vacate the building by the time that the library closes unless prior arrangements have been made in writing with the Assistant Director / Director; and, that in such case that my group will pay the \$30 per hour fee for after hours usage.

Fees:

Groups from Outside of Northampton (excluding library agencies)	\$5.00	_____
Free Business Sponsored Informational Event	\$20.00	_____
Non-Profit Event with Admission Fee / Fundraiser / Donation	\$10.00	_____
For-Profit Event with Admission Fee / Fundraiser / Donation	\$30.00	_____
After-Hours Fee \$30 / Hour # Hours: _____ x \$30 Insert Total:		_____

TOTAL DUE: _____

Signature.....Title..... Date.....
 Print Name.....

Payment In Full may be paid by Cash or Check made payable to "Lilly Library" at the Reference Desk or the Director's Office.

By Mail – Checks Only. **On the Memo Line Include Group & Date of the Reservation:**
 Director
 Lilly Library
 19 Meadow Street
 Florence, MA 01062