**APPLICATION FOR MEETING ROOM USE**

**Lilly Library 19 Meadow Street Florence, MA 01062**

Name of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization: Nonprofit (501(c)3\_\_\_\_\_\_\_\_ Literary \_\_\_\_\_\_\_ Civic \_\_\_\_\_\_\_\_

Educational \_\_\_\_\_\_\_\_\_ Philanthropic \_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_ For Profit \_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE REQUESTED:**

Date:\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_

Average Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admission Fee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_

Payment in full may be paid by Cash or Check made payable to “Lilly Library” at the Reference Desk or the Director’s Office, or by mail – Checks Only. **On the memo line Include Group & Date of the Reservation**

**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.

**Official Agreement between Lilly Library Association and Group/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Representative**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• 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.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_