

PLAINFIELD-GUILFORD TWP PUBLIC LIBRARY
MEETING ROOM REQUEST

Please return this completed form to the Check Out Desk, mail or fax (317-838-3805)
If you have questions about the meeting rooms, please call 839-6602, ext. 2135.

Name of Group: _____

Number of people expected: _____ Is this group for profit: Yes _____ No _____

Date of meeting: _____

Meeting Start Time: _____ a.m./p.m. Meeting End Time: _____ a.m./p.m.

AV Equipment needed (if any): _____

Contact Person: _____ Library card # _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number(s): (_____) _____ E-mail: _____

Additional Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number(s): (_____) _____ E-mail: _____

Briefly describe the nature of the proposed meeting/activity:

Please describe any money transactions involved (i.e., purchase of books or materials, travel costs, dues):

NOTE:

Please read the information on the other side of this form. **Signature is required on back of form.** By applying to use a library meeting room your group is accepting responsibility for the room and its contents. If you are not familiar with these responsibilities, ask the staff at the Check Out Desk to give you a copy of the room use regulations

Additional Information

Meeting Room Availability

Meeting rooms are available when the library is open to the public. Library hours are:

Monday - Thursday, 9:00 am to 9:00 pm
Friday, 9:00 am to 6:00 pm

Saturday, 9:00 am to 5:00 pm
Sunday, 1:00 to 5:00 pm.

Meetings should end 30 minutes before the library closing time to give the group time to put away tables and chairs. If a meeting runs past closing time, a staff member must be present and a \$50 fee will be charged to the group using the room.

Equipment Available:

The library has chairs and tables in all the meeting rooms for the use of your group. Each meeting room is equipped with a multi-media projector, wall screen, and DVD/VHS player.

Unattended Children:

The staff of the Plainfield-Guilford Township Public Library cannot take care of the young children of your group's members while you are attending a meeting. Sometimes young children who are left unattended in the library during meetings become frightened and confused. We do not recommend leaving a child under ten years old alone in the library, even if a parent or caretaker is in a meeting in another part of the building. To protect your child and promote child safety, we will return unattended children to you in your meeting. Although we make the library as safe as we can for everyone who uses it, there is always the possibility of danger to unattended children.

Smoking:

The Plainfield-Guilford Township Public Library policy states that no one can smoke on library property, either inside or outside of the building. This includes the outside entry area near the front door. Thank you for asking your group to comply with this policy.

Use of the Meeting Rooms:

The library building and the furniture and equipment in it have been purchased in part with tax money from this community. The library is yours to use, but it is also yours to take care of. Protect your investment. Do not damage or mutilate the building, furniture or equipment. Groups which do not clean up after themselves or which leave damaged library property behind may be charged for repairs or cleaning. Repeat offenders may be refused the use of the meeting rooms.

Open Meeting Policy:

Because the library is a publicly supported facility, all meetings held in the meeting rooms must be open to anyone who wishes to attend. No one may be excluded from a meeting.

Responsibility and Release:

Groups using the library's meeting rooms agree to indemnify and hold harmless the Plainfield-Guilford Township Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings or equipment. The cardholder must be in attendance during the use of the meeting room.

Thank you very much for your cooperation.

I have read the above information and agree to abide by the library's meeting room policy. I will inform the members of my group about these regulations.

Signature: _____

Date: _____