



Linwood
Community
Library

Linwood Community Library
19649 Linwood Rd.
Linwood, KS 66052
(913) 301-3686
www.linwoodlibrary.org
linwoodlib@linwoodlibrary.org

Meeting Room Request Form

Name of group: _____

Name of Contact Person: _____

Contact's Phone Number: _____

Contacts Email Address: _____

Date(s) Requested: _____

Time(s) Requested: _____

Any other information (i.e. equipment needed, special needs, other information about the group, etc)

By signing, applicant agrees to (1) conform to all regulations posted on the Linwood Community Library's website: <https://linwoodlibrary.org>, and on the back of this document (2) hold the library, its staff, board of trustees or agents harmless from any and all claims which may arise out of the applicant's or group's use of the meeting room, grounds, facilities, and equipment, and (3) fully indemnify the Linwood Community Library for any or all expenditures and damages relating thereto. By signing, the applicant further represents that he or she is fully authorized to enter into this agreement for and on the behalf of said group or organization.

A COPY OF THE APPLICANT'S DRIVER'S LICENSE MUST BE SUBMITTED WITH THIS FORM.

Signature of Group Organizer/ Contact Person:

Date:

Meeting Space Use

The Linwood Community Library welcomes the use of its various rooms for activities of a civic, cultural, or educational nature and for the discussion of current public questions. Meetings may be held by nonprofit organizations, groups, or individuals regardless of the beliefs or affiliations of their members. Duly constituted, permanent political groups may meet in the library regardless of affiliation, but temporary committees for the advancement of an individual's political campaign may not meet in the library. Library-oriented and educational programs will be given priority scheduling.

1. No admission fee may be charged, nor a collection taken. The only exceptions are in the case of paid registration at conferences or institutes, held in cooperation with the Library, or payment of fees for regularly scheduled education courses.
2. No product may be sold, except in payment for materials required for educational or group discussion use.
3. The director must approve any printed materials or displays used by the organization.
4. Light refreshments may be served. Organizations may provide their own utensils or use the library's utensils under the supervision of the director. Alcoholic beverages are not permitted.
5. Organizations may make use of the library's two display televisions under the supervision of the director. Other audiovisual equipment must be provided by the organization.
6. The organization will be responsible for setting up the rooms according to its own needs. The Library staff will bear no responsibility. The organization or group using the room must restore the furniture and room to the order in which it was found, including cleaning off the tables and counters.
7. All publicity must carry the name of the organization sponsoring the meeting. The library may not be listed as the sponsor.
8. Youth organizations using the meeting room must have one adult (18 or older) present at all times.
9. If a meeting is cancelled, the Director should be notified as soon as possible.
10. Meetings should be scheduled during hours in which the library is open to the public. Permission to use the room outside of normal operating hours can be granted by the director but is discouraged.
11. Meetings held must be open to the public and no group using the library as a meeting space may exclude any attendees on the basis of race, color, national origin, gender, religion, age, handicapped status, or sexual orientation.
12. Room requests are confirmed on a first-come, first-served basis.
13. Patrons must read and accept this meeting room policy before requesting a room.
14. Library staff may accept or reject requests for meeting rooms under the established policy. In the event that questions arise as to the eligibility of any group or individual requesting the use of meeting rooms, library staff may seek more information from the group or individual. Library staff must confirm all reservations.
15. Up to three consecutive meetings may be scheduled at one time. Reservations may be made up to 6 months in advance. 24 hours' notice is required to reserve a meeting time.
16. Patrons agree to supply the library with a person's name and phone number that can be provided to the public to answer questions regarding meeting content.