GATESVILLE PUBLIC LIBRARY
APPLICATION AND GUIDELINES FOR MEETING ROOM

Application should be submitted to the Library Director at least one week in advance of date the room is needed.

Library sponsored activities take precedence over outside requests.

1. The group must assign one person to be responsible for proper use of the facility in accordance with the *Gatesville Public Library Meeting Room Policy* and with these guidelines.

2. The facility must be left in the original condition in which it was found. The applicant will be held responsible for loss or damage resulting from use.

3. Trash or remains from activities must be placed in receptacles provided by the Library. Food and/or beverages may not be served. Smoking is not permitted.

4. The applicant is responsible for the preservation of order by those in attendance.

5. Unless prior arrangements are made, a Library staff member must be on duty whenever an outside group other than the Friends of the Gatesville Public Library uses the meeting room.

6. If the applicant requires the Library's audio-visual equipment, the user must be thoroughly trained in advance and will be held responsible for any damage to hardware or software.

7. If set up is required, a nominal fee may be charged.

8. The Library Director has full authority to grant, refuse, or revoke permission to use the meeting

GATESVILLE PUBLIC LIBRARY MEETING ROOM FEE SCHEDULE

All library or City related or sponsored events and meetings take precedence over other organizations and groups.

Library sponsored, City departments, Coryell County and Civic organizations may use the Meeting Room for free.

All other groups or individuals will be charged a rate of $25.00 per hour, payable in advance at least 24 hours prior to start of meeting. *Additional payment must be made on the day of the meeting if rental time exceeds the already established fee arrangement*

PLEASE PROVIDE ALL REQUESTED INFORMATION. PLEASE PRINT.

Date of application _____

Name of organization, group, or individual who will be using the room.

_____

Street address_____

City _____State_____Zip_____

Contact name/Person responsible_____

Contact phone_____(h)_____(w)_____(cell)

Purpose of meeting _____

_____

_____

Number expected to attend _____

Date needed _____Time needed _____

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I have received and read a copy of the *Gatesville Public Library Meeting Room Policy* and the

attached guidelines and agree to abide by them.

Signature of person completing the application_____

Print name_____

Address (if different from above)_____

_____

Phone number(s) (if different from above)

_____(h)____ _____(w)_____(cell)