



1700 HWY. 51 SOUTH/DECATUR, TX 76234 * 940-393-0202 * FAX 940-627-6763

APPLICATION FOR USE OF MEETING ROOM

Date: _____

Organization: _____

Contact person: _____

Telephone: Daytime _____ Emergency _____

Mailing Address: _____

Tax ID Number for Non-profit Organizations _____

Date of Meeting: _____ Expected attendance: _____

Time meeting begins _____ Time meeting ends _____

Time access required for preparation _____

Tax ID Number: _____

Purpose of Meeting: _____

Requested room setup: _____

**Meeting Room Fee must be included with application for use
(\$50.00 or \$25.00 (Non-Profit group)).**

On behalf of this organization, I accept responsibility for leaving the facility in good order or for any damages that may occur resulting from our use.

Signature of Representative _____

**Admission fees of any kind may not be charged.
Please initial here to signify that you agree and will comply with our policies.**

Decatur Public Library

Use of Library Meeting Room

Maximum capacity of meeting room is 80

- I. **Availability.** The meeting room is available to Wise County residents for civic, cultural or educational purposes during regular library hours and when not in use for library-related activities.

The meeting room is not available to groups who practice, profess or have as a policy, sexual, racial, religious or ethnic discrimination, or to groups affiliated with such organizations.

- II. **Scheduling.** Reservations will be accepted on a first come, first served basis. The application form must be completed by the responsible party and the usage fee, if applicable, paid within two working days of the request.

Cancellation must be made 48 hours prior to the scheduled event for refund.

A \$50.00 fee will be charged to profit-making organizations. A \$25.00 fee may be charged to nonprofit organizations. If the event is to include food and drink, a \$50.00 returnable deposit may be required to ensure that the premises are returned to order and no damage is incurred.

- III. **Requirements for use.**

- A. The Library is a non-smoking facility.
- B. Library representatives must be on the premises at all times. No keys will be issued to nonemployees.
- C. Access to library staff areas is prohibited. The kitchen may be used by prior arrangement only.
- D. Children must be supervised at all times.
- E. Equipment, supplies or personal effects must be removed at the conclusion of the program.
- F. Admission fees may not be charged.
- G. Advertising, except that incidental to the immediate program, and sale of merchandise is forbidden on library premises.
- H. Food and drink may be served only with prior arrangement. All serving implements will be provided by the group.
- I. Use of the meeting room must conclude at least ten minutes prior to library closing.

- IV. **Set up and cleaning of facility.**

Set up and arrangement of provided furniture must be indicated at time of application. If possible, library staff will arrange chairs/tables as requested. Assistance of group or persons using the facility may be required.

Possible arrangements are limited to furniture/equipment owned by the library, except by prearrangement.

No physical changes are allowed in the meeting room except for rearrangement of existing furniture.

- V. **Liability.** Failure to comply with these conditions will result in the denial of future use of the meeting room. The group/persons using the meeting room will be liable for any and all damages.

The City of Decatur and the Decatur Public Library accept no liability or responsibility for any damage to persons or property arising from the use of the meeting room, or for property lost or stolen during meeting room usage.