



184 Phelps Street

Painesville, OH 44077-3927

(440) 352-3383

www.morleylibrary.org

### Request to Reserve Meeting Rooms

*Morley Library Meeting Rooms are available at no charge for non-profit groups and homeowner association meetings when they are not in use for Library activities. When requesting reservations, non-profit groups must present documentation of 501(c) (3) federal non-profit tax status. Non-profit organizations may not use their non-profit status on behalf of private organizations. Organizations who can provide verification of an affiliation with a local school or school district, city or county government, or other library may also have the fee waived with the approval of the Library Director. Groups and organizations without 501(c)(3) federal non-profit status may use the meeting rooms for a fee of \$25.00 per hour. The fee must be paid in full by cash or check at the time that the reservation is made. Meeting rooms may not be reserved for private social events including but not limited to birthday parties, baby showers, bridal showers, and family reunions.*

**Requesting a reservation for the following date:** \_\_\_\_\_

**Reservation start time:** \_\_\_\_\_

**Reservation end time:** \_\_\_\_\_

*(Start and end times must include setup and cleanup time.)*

**Requesting the following room(s):**

- Meeting Room A (max. capacity 55, max. table seating 40)
- Meeting Room B (max. capacity 35, max. table seating 25)
- Meeting Rooms A&B (max. capacity 90, max. table seating 65)
- Program Room (max. capacity 15)
- Kitchenette requested for Meeting Room(s) A and/or B

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Licensee (must be 21 or over): \_\_\_\_\_

Licensee Address: \_\_\_\_\_

Licensee Telephone: \_\_\_\_\_ Licensee email: \_\_\_\_\_

Licensee Library Card Number: \_\_\_\_\_

**Card verified by staff**       **Complete**      \_\_\_\_\_ **Staff initials**

Meeting description: \_\_\_\_\_

Expected attendance \_\_\_\_\_

**I have read and signed a copy of the Morley Library Public Meeting Room Policy and Procedures. I agree to leave the room clean and with furniture in its original configuration, within the allotted reservation time. I will assume responsibility for the cost of repair or replacement due to damage to the room, furniture or equipment caused by those using the room during the allotted reservation time.**

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

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

Date completed form received: \_\_\_\_\_ Received by (staff initials): \_\_\_\_\_

Approved by (staff initials): \_\_\_\_\_

**Please read and sign the Morley Library Meeting Room policy (below) and return it with your request for a reservation.**

Morley Library is committed to meeting the informational needs of the diverse population of the Painesville area. Morley Library develops and offers collections, resources, services, and space to meet these needs. Users of a Morley Library meeting room must adhere to the following rules and guidelines.

1. This policy applies to Meeting Rooms A, B, and the Project Room (“meeting rooms”). Adherence to Morley Library’s Behavior and Conduct Policy is expected of all meeting room users.
2. Morley Library Meeting Rooms are available at no charge for non-profit groups and homeowner association meetings when they are not in use for Library activities. When requesting reservations, non-profit groups must present documentation of 501(c) (3) federal non-profit tax status. Non-profit organizations may not use their non-profit status on behalf of private organizations or for personal events including but not limited to birthday parties, baby showers, bridal showers, and family reunions. Organizations who can provide verification of an affiliation with a local school or school district, city or county government, or other library may also have the fee waived with the approval of the Library Director. Groups and organizations without 501(c)(3) federal non-profit status may use the meeting rooms for a fee of \$25.00 per hour. The fee must be paid in full by cash or check at the time that the reservation is made.
3. Reservations are made on a first come, first serve basis, at least two weeks in advance and no more than three months in advance. Any person reserving a meeting room, henceforth known as the Licensee, must be at least 21 years of age. In addition, the Licensee must have a valid Morley Library Card in good standing at the time the application is submitted. The Licensee will be held responsible for the use and condition

of the meeting rooms and the activities of the group, and for ensuring that the rules and policies of the Library are followed by all persons in the meeting room. Failure to notify the Library in advance of a cancellation may result in the loss of Meeting Room privileges. If a cancellation is necessary after a room fee has been paid, a refund will only be given if notice of cancellation is given prior to the date of the reservation.

4. Authorization to use the Library's facilities is not an endorsement by the Library Staff or the Board of Trustees of the viewpoints presented in the program. Any fliers, posters, or other advertisement announcing a meeting at the Library must contain the following statement: "The use of Morley Library facilities does not indicate endorsement of any group by Morley Library."
5. No person or entity using a meeting room is permitted to deny admission to the meeting room to any person on the basis of race, national origin, gender, sexual orientation, religion, age, military status, or disability status.
6. Meeting Rooms may be configured for a minimum of 10 to a maximum of 90 persons, depending on the posted capacity of the room(s) reserved.
7. No product or service shall be sold, exchanged or solicited on the Library premises. An exception may be made for Library-sponsored or co-sponsored functions. No fees or dues may be charged or solicited on the Library premises.
8. Activities that are illegal or unsafe, use dangerous materials, or disrupt the operation of the Library are not permitted. Use of alcohol, tobacco products and open flames is prohibited.
9. Groups comprised of children or teens must include the Licensee and at least 1 other adult (21 years of age or older) per 10 participants.
10. Food is permitted in the meeting rooms, but the use of Sterno or other fuel sources or lighted candles is prohibited.
11. Children 8 and under accompanying adults must remain in the Meeting Room at all times.
12. All activity must take place within the reserved room.
13. Access to a meeting room is permitted 30 minutes after the Library opens and will end 30 minutes before the Library closes. Groups using the Meeting Rooms must end the meeting, clean up and reset the Meeting Room furniture to its original configuration, exit the room and sign out at the Circulation Desk by the end of the reservation time. Set-up and clean-up must occur within the scheduled meeting time. Failure to exit the room at the expected time will result in loss of Meeting Room privileges.

14. Damages to Library property may result in the loss of Meeting Room privileges. A reasonable fee for repair, replacement, or clean-up may be assessed.
15. Meetings must always be accessible to Morley Library Staff.
16. The Library Director may waive any meeting room regulation and may deny or cancel any application for reservation of meeting room space or for good cause. The Library reserves the right to end a meeting and remove the participants from the meeting room if the group, or any individual, is acting in a manner that is or has the potential to be destructive or disruptive to the Library.
17. The Library is not responsible for injuries to people, nor for damage or loss of property belonging to individuals or groups using the meeting rooms.
18. The Library Board of Trustees reserves the right to amend this policy at any time. This policy will be reviewed on a regular basis.

Originally Approved by the Morley Library Board of Trustees May 5, 2004

Revised May 16, 2007

Revised September 19, 2007

Revised May 14, 2008

Revised December 16, 2015

Revised January 13, 2016

**I have read and accepted this policy.**

**Licensee name (print):** \_\_\_\_\_

**Licensee signature:** \_\_\_\_\_

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



Request to Reserve Meeting Rooms

**Do you or does your group have federal 501(c)(3) non-profit status?**

Yes, and a copy of my 501(c)(3) certificate is included.

Certificate received by staff: \_\_\_\_\_  
(date) (staff initials)

No

Total fee \$ \_\_\_\_\_

Paid in full: \_\_\_\_\_  
(date) (staff initials)

Cash

Check

Fee waived by Director \_\_\_\_\_  
(staff initials)