



# Application for Branch Meeting Room Use

Application for meeting room use at \_\_\_\_\_ Branch Library. Date \_\_\_\_\_

Subject of the meeting as it will be publicized: \_\_\_\_\_

Purpose and/or type of meeting \_\_\_\_\_

**You may book events only for the current month and the next three months.** Rooms cannot be booked for days or times when the library is not open. All meetings must end at least 15 minutes before the library closes, and everyone must be out by closing time.

Day of the week on which meeting(s) to be scheduled: \_\_\_\_\_ Time meeting begins: \_\_\_\_\_ ends \_\_\_\_\_

\_\_\_\_\_ Date(s): Jan \_\_\_\_\_ Feb \_\_\_\_\_ March \_\_\_\_\_ April \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_  
year  
July \_\_\_\_\_ Aug \_\_\_\_\_ Sept \_\_\_\_\_ Oct \_\_\_\_\_ Nov \_\_\_\_\_ Dec \_\_\_\_\_

My signature below indicates that I, as a representative of my organization, agree to abide by the policies and regulations of the library with regard to meeting room use. I have received a copy of the "Branch Libraries Facilities and Meeting Room User Guidelines" and I understand that failure to comply with these guidelines and all Library policies may result in cancellation of my/our ability to reserve library meeting spaces for up to six months. I have initialed the items below to indicate my understanding of key meeting room policies:

Our meeting must be open to all. \_\_\_\_\_

The meeting room is available only for non-commercial use. We will charge no fees, request no donations, and collect no money. We will not advertise or sell products, memberships or services at our meeting, nor solicit contact information from attendees for the purpose of advertising or selling. \_\_\_\_\_

Alcohol is not permitted. We will limit any food and beverages to simple items. \_\_\_\_\_

Our event will take place during normal Library open hours. We will end our meeting 15 minutes prior to closing and vacate the premises by closing time. \_\_\_\_\_

We will limit our use of library meeting rooms to no more than once a month. We will only request meeting rooms for the current and the next three months. \_\_\_\_\_

We are responsible for leaving the meeting room clean. All garbage must either be placed in waste bins available in the meeting room, or removed from the library premises. We understand that we may be billed for any damage, cleaning, or waste disposal required beyond the library's normal janitorial service. \_\_\_\_\_

We will set up our own equipment and furniture, and leave the room as we found it. We will supply our own equipment/furniture, beyond any tables, chairs, and whiteboards normally available in the meeting room. \_\_\_\_\_

We will not generally publicize or announce our event until our reservation is confirmed. Unless the Library has officially agreed to be listed as a sponsor of our event, per the city librarian or her designee, we will not list the Library as a sponsor of our event, and we will include the following words in any publicity materials: "This event is not sponsored by The Seattle Public Library." \_\_\_\_\_

Organization, if applicable: \_\_\_\_\_

Print name: \_\_\_\_\_

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

Title or office in organization: \_\_\_\_\_

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

City and Zip Code: \_\_\_\_\_

Day telephone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

FAX number: \_\_\_\_\_

**Return completed form to issuing library. You will be notified of action taken on your application.**

### STAFF USE ONLY

Permission:  granted  not granted by: \_\_\_\_\_ (name of manager) \_\_\_\_\_ (date)

If not granted, state reason \_\_\_\_\_

Meeting dates scheduled for the \_\_\_\_\_ Applicant notified: \_\_\_\_\_  
Library name (date)

Comments/special instructions: \_\_\_\_\_

Seattle Public Library Policy adopted December 15, 1982: It is the policy of the Library Board to provide meeting rooms at the branch libraries to the community as a free public service for non-commercial purposes, giving preference to library-sponsored programs. All meetings must be open to the public, at no charge; meeting must not be restricted to any particular group. In accordance with the City of Seattle Municipal Code 14.08 (Public Accommodations Ordinance), The Seattle Public Library does not discriminate in making its premises available for use on the basis of age, race, color, national origin, ideology, creed, ancestry or the presence of any sensory, mental or physical disability. The use of any of The Seattle Public Library facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library or the City of Seattle.