

Room Reservation

Shiloh Room

Children's Auditorium

Name of Group _____

Contact Person _____ Phone _____

Date Needed _____

Time (am or pm) Begin _____ End _____

(Programs cannot begin before 9:30 a.m. and cannot end later than 7:30 p.m. Monday through Thursday; cannot begin before 9:30 am and cannot end later than 4:30 pm on Saturday; and, cannot begin before 1:30 pm and cannot end later than 4:30 pm on Sunday)

Estimated Number of Attendees _____

(Maximum occupancy for Shiloh Room is 30 people; maximum occupancy for the Children's Auditorium is 40 people.)

Please check whether you will need these items:	YES	NO
VCR/DVD/TV		
Overhead projector		
Whiteboard		

(Groups will need to provide their own markers, chart pads, and other similar supplies)

Will you be having beverages or food? If yes, explain

I have read and agree to the conditions stated in the meeting room policy.

Signature of person making reservation

Date

Cancellation Information

Date Cancelled _____ No Show _____ Staff Initials _____

Person Making the Cancellation _____

Telephone _____

Guidelines for Meeting Room Use

- Meeting rooms are available primarily for Library-sponsored programs and events. Library programs take precedent over other organizations.
- The Shiloh Room or the Children's Auditorium may be scheduled on behalf of civic and community groups for meetings or activities when they are not in use for library functions. The rooms may be scheduled for no more than one month in advance. Specifically, any civic, community, or other non-profit group is welcome to use the rooms, but should not plan to designate the library as its regular meeting place.
- If there is a question about your non-profit status, you may be asked for your 501 (c)3 statement.
- For-profit groups and companies may use the Shiloh Room to conduct staff meetings or other similar activities that do not involve the public. The room is not available to for-profit companies to conduct meetings or seminars for the public.
- The rooms are not available for family events, such as birthday parties, anniversary celebrations, family reunions, etc.
- The rooms are available for use during regular library hours. Programs should not begin before 9:30 a.m. and should not end later than 7:30 p.m., Monday through Thursday; should not begin before 9:30 a.m. and should not end later than 5:30 p.m. on Friday; should not begin before 9:30 a.m. and should not end later than 4:30 on Saturday; and should not begin before 1:30 p.m. and should not end later than 4:30 p.m. on Sunday.
- **Users are responsible for setting up and taking down tables and chairs. Rooms have designated arrangements that must be restored at the end of use. Library audio/visual equipment should be returned to its proper location (contact Library staff for assistance).**
- Occupancy of the Shiloh Room will not exceed 30 persons. Occupancy of the Children's Auditorium is 40 persons.
- Library staff has the authority to determine inappropriate behavior.
- Light refreshments are allowed, including catered lunches.
- Only non-alcoholic beverages are allowed. Drinks made with dyes, such as Kool-Aid and similar fruit punches are not allowed because of the stains they create.
- **The person reserving the room will be responsible for seeing that all food and drink items are disposed of and that the room is returned to its designated arrangement.**

Adapted from the Springdale Public Library Board Policy on Meeting Room Use. Approved March 8, 2000.