



**LINCOLN COUNTY PUBLIC LIBRARY**

- Charles R. Jonas Library, 306 West Main Street, Lincolnton 28092; 704-735-8044; fax 704-732-9042
- Florence S. Shanklin Library, 7837 Fairfield Forest Rd., Denver 28075; 704-483-3589; fax 704-483-8317
- West Lincoln Library, 4445 West Highway 27, Vale 28081; telephone/fax 704-276-9946

www.my.lincolnlibrary.org

**APPLICATION FOR USE OF THE LINCOLN COUNTY PUBLIC LIBRARY’S PUBLIC MEETING ROOMS**

**(Please Note: Application must be submitted at least two weeks—earlier if possible – in advance of event)**

Date of Application: \_\_\_\_\_ Phone # for Public Information: \_\_\_\_\_

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

**Name, Position in Organization, Contact Information of Person making application:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State/Zip Code \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email address: \_\_\_\_\_

**My Group requests the following room/s: (Please Select)**

- |                              |  |
|------------------------------|--|
| Charles R. Jonas Library     | <input type="checkbox"/> Meeting Room (capacity tables/chairs 55; chairs 80; standing 100) |
| Florence S. Shanklin Library | <input type="checkbox"/> Meeting Room (capacity tables/chairs 40; chairs 86; standing 121) |
| West Lincoln Library         | <input type="checkbox"/> Meeting Room  |

Date(s) of Meeting: \_\_\_\_\_

Meeting(s) will start at: \_\_\_\_\_ and end at: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_

**(Please Note: All meetings must be held during normal library hours of operation and conclude at least fifteen minutes prior to the library’s closing time, unless otherwise approved by the Manager/Director.)**

Purpose of the Meeting (see usage policy):

\_\_\_\_\_

**Refreshments may be served but must be limited to drinks and finger food. The group reserving the room is responsible for clean-up. Garbage cans, vacuum cleaner/carpet sweeper will be provided.**

Will food and beverages be served: yes no Will you need access to the kitchen? yes no  
Kitchen not available at the West Lincoln Library.

**Will you need to use Library equipment? If so please check all that applies. (Please note: you will be responsible for any damages incurred.)**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Tables (indicate # ) | <input type="checkbox"/> Podium (not available West Lincoln) | <input type="checkbox"/> Smart Board |
| <input type="checkbox"/> Chairs (indicate # ) | <input type="checkbox"/> Easel                               | <input type="checkbox"/> Laptop      |

***On behalf of my organization, I have read the attached USAGE POLICY and agree to comply with all regulations governing use of the meeting rooms, and on behalf of my organization, to assume responsibility to assure that all policy regulations are met. I have attached the appropriate publicity materials to this application.***

Signature: \_\_\_\_\_ Date \_\_\_\_\_ 10-14

## POLICY FOR COMMUNITY USE OF LINCOLN COUNTY PUBLIC LIBRARY MEETING ROOMS

Library meeting rooms are primarily used for Library programming and meetings of Library support groups and staff. Library activities take precedence in scheduling the meeting rooms and reserving equipment. When the rooms are not in use for library-sponsored activities, they are available for community use.

### ROOM CAPACITY:

LIBRARY	ROOM	MAXIMUM CAPACITY
Charles R. Jonas Library	Meeting Room	100
Florence S. Shanklin Library	Small Meeting Room	121
West Lincoln Library	Meeting Room	

\*Local fire codes and/or available seating prohibit any occupancy in excess of those stated above. Use of tables or chairs reduces the posted room capacity

### FEES:

TYPE OF ORGANIZATION/USE	FEE
County, city, state, and/or federal government agencies	No Charge
Lincoln County based non-profit organizations/individuals	\$10 per hour
Lincoln County based for profit organizations/individuals	\$25 per hour
Out-of-county non-profit or for profit organizations/individuals	\$50 per hour

\* Applicable fees must be paid in full at or before the time of the meeting. The hourly fee will be assessed for each additional hour or fraction thereof.

### Endorsement

Granting permission to use library meeting facilities does **NOT** constitute endorsement of the beliefs, viewpoints, policies, or affiliations of meeting room users by the library staff, Library Board of Trustees, or Lincoln County.

### Reservation Period

Organizations using the rooms may normally not schedule regular/repetitive meetings as this may deprive other groups from using the rooms and may hinder the library's use of the rooms when needed.

### Access

All meetings must be open and free to the public, without discrimination.

All meetings must be scheduled to begin during regular library hours and end at least 15 minutes before closing time. Participants must be out of the building by closing time. Failure to vacate on time will jeopardize the group's future use of a meeting room.

Meeting rooms must be reserved at least two weeks (14 days) and preferably one month (28 days) in advance of the day of use. Rooms may be reserved no more than 90 days in advance. Reservations are made on a first-come, first-served basis. An application form must be completed and submitted to the Library. The library reserves the right to reassign a group to an alternate room if necessary for logistical reasons.

### Conduct Guidelines

Events in the library meeting rooms must not disrupt other uses of the library or disturb other library users. The Library Director/Library Manager may deny the use of library meeting rooms to any group that may have, in past use, been disorderly, presented objectionable materials/programs or violated the stated provisions of use or the library's code of conduct.

Parents attending an event in the meeting room may not leave children under the age of 12 unattended in the Library.

Organizations using the meeting rooms are responsible for the cost necessary to repair any damage done to the meeting rooms or contents of the meeting rooms during the period of use.

### Food/Beverages

Organizations using the library meeting rooms may serve refreshments under the following conditions:

- Refreshments are limited to non-alcoholic beverages and finger food.
- The user is responsible for clean-up, including disposing of all unused food and beverages. (Garbage cans, vacuum cleaner/carpet sweeper will be provided by the library.)
- Failure to follow these conditions may result in the organization being banned from using the library facilities in the future.

Open flames, including candles, are prohibited.

### Furnishings/Equipment

Tables and chairs are available for use however library staff is not responsible for setting up the room. See the Application for details regarding equipment. The library will provide limited instructions on use of equipment and users must provide an individual who is capable of operating equipment.