

# Application for Use of Mobile Public Library Meeting Rooms and Bernheim Hall

**DATE OF APPLICATION** \_\_\_\_\_

**FACILITY REQUESTED** Check one. Capacity is for persons seated in chairs.

- |  |  |
|--|--|
| _____ Main Library Meeting Room (capacity 60)            | _____ Semmes Branch Conference Room (capacity 12)  |
| _____ Main Library Bernheim Hall (capacity 239)          | _____ Toulminville Branch Meeting Room (total capacity 140)  |
| _____ Moorer Branch Meeting Room (capacity 75)           | _____ Room A (cap. 70) _____ Room B (cap. 70)  |
| _____ Parkway Branch Meeting Room (capacity 30)          | _____ Toulminville Branch Conference Room (capacity 6)   |
| _____ Saraland Public Library Meeting Room (capacity 45) | _____ West Regional Branch Meeting Room (capacity 200 - meeting room users limited to 50 parking spaces) |
| _____ Semmes Branch Meeting Room (capacity 60)           |  |

**MEETING DAY(S), DATE(S) AND HOURS** Set arrival and finish times that allow for room set-up and breakdown.

Arrival Time \_\_\_\_\_ Event Starts \_\_\_\_\_ Finish Time \_\_\_\_\_ Rehearsal Date/Time \_\_\_\_\_

## INFORMATION ABOUT YOUR ORGANIZATION

Name of Organization \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Chief Officer \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

What is the purpose of your organization? \_\_\_\_\_

Is your organization non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_ If non-profit, give Tax Exempt # \_\_\_\_\_

## INFORMATION ABOUT YOUR MEETING

What is the purpose of your meeting? \_\_\_\_\_

What activities will take place at your meeting? \_\_\_\_\_

How many people will attend your meeting? \_\_\_\_\_

What furnishings/equipment will you use? See Rules 12 & 14 \_\_\_\_\_

Will you charge an admission fee? See Rule 7 Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Will you serve refreshments? See Rule 11 Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe them. \_\_\_\_\_

How will you advertise your meeting? See Rule 8 \_\_\_\_\_

## PERSON MAKING THE APPLICATION

Name \_\_\_\_\_ Phone(s) \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**I have read the *Policy and Rules for Use of the Mobile Public Library Meeting Rooms* (see reverse) and will ensure that my organization complies with them. I understand that confirmation and acceptance of this application is subject to review by the Library Director.**

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

\_\_\_\_\_ **Applicant's Signature**

## TO BE COMPLETED BY LIBRARY STAFF

Library Contact \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount Due \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Application Approval by Agency Manager \_\_\_\_\_ Date \_\_\_\_\_

## Policy and Rules for Use of Mobile Public Library Meeting Rooms and Bernheim Hall

**POLICY:** The library welcomes the use of its meeting rooms by community businesses, groups, and organizations. As an institution for education and free speech and in accordance with Article 6 of the American Library Association's Library Bill of Rights, the library makes its meeting rooms available on equal terms to all groups regardless of the beliefs and affiliations of their members. Permission to use a library meeting room does not constitute library endorsement of any group's policies, objectives, goals, or beliefs.

**EXCLUSIONS:** (1) Meetings for commercial purposes such as soliciting business or selling or promoting a product or service are not allowed. (2) Meetings for personal celebrations or ceremonies such as birthday and anniversary parties, weddings, or funerals are not allowed. (3) Meetings which may interfere with the function of the library because of noise or any other factor are not allowed.

**RULES:** Every organization using Mobile Public Library Meeting Rooms must agree to the following rules. Misrepresentation of information supplied on the application form or failure to comply with meeting room policy and rules, Mobile Public Library rules, health and safety regulations, or posted room capacity may result in immediate termination of a meeting and prohibition from future use of the library's meeting rooms.

1. All meetings will be open to the public.
2. Applications must be completed in full. Include the name of the sponsoring organization, its official address, and the name of its responsible party. Include a clear statement of the group's mission or purpose as well as the purpose of the proposed meeting. Describe the activities to take place at the meeting and provide an estimate of how many people will attend. The person making the application will be considered the group's contact for all arrangements. All first-time users must make application in person.
3. No organization or group may use the library as its official address.
4. Meeting room reservations are taken on a first come, first served basis, with the exception that priority will be given to organizations which have not been frequent users. Groups may book up to fifteen meetings per year. Reservations are taken for the upcoming calendar year beginning the first Monday in November.
5. No group may reassign to another.
6. Library sponsored programs and events take precedence over meeting room use by outside organizations. If cancellation of a group's confirmed reservation is necessary, not less than two weeks notice will be given.
7. Groups may not charge admission fees unless they have library approval and have been granted tax-exempt status under section 501(c) (1-25) of the Internal Revenue Code. Presentation of an IRS determination letter to prove tax-exempt status is required.
8. Any advertising, publicity, or other announcement regarding meetings to be held on library premises must clearly identify the sponsoring group and have library approval prior to issue. Such pieces shall show that the library is only the venue for the meeting and must not imply that the group's program is sponsored or endorsed by the library.
9. Youth groups (under the age of 18) must be supervised by an adequate number of adult sponsors.
10. There is no charge for using a library meeting room during regular library hours when all meeting activity concludes at least 15 minutes before library closing time. The Main Library and the West Regional Branch meeting rooms are available for use outside of library hours. Charges for meeting room use outside of library hours and for the rental of the Main Library's Bernheim Hall are detailed on Form 49 A, Charges for Use of Mobile Public Library Meeting Rooms and Bernheim Hall.
11. Fees for serving food and beverages are detailed on Form 49 A, Charges for Use of Mobile Public Library Meeting Rooms and Bernheim Hall. There is no charge when refreshments are limited to coffee, cookies, or cake. There will be a charge if your event is catered or you serve a plated meal or heavy hors d'oeuvres. No alcoholic beverages or red beverages are allowed.
12. Meeting room tables, chairs, and podiums are available for use free of charge. DVD/TV combination units and digital projectors are available for a rental fee which is detailed on Form 49 A, Charges for Use of Mobile Public Library Meeting Rooms and Bernheim Hall. A group may bring in additional equipment with prior approval by the library manager, however the library will assume no responsibility for such equipment, and the equipment must be removed at the end of the scheduled event.
13. Meeting room set-up and breakdown, including the return of furniture and equipment to original position is the responsibility of the group using the room. Rooms must be left free of all litter and display or decorative material. In scheduling your meeting, allow enough time for this activity so that you will be finished 15 minutes before library closing time. The applicant is responsible for any damage to the room or its contents.
14. The Main Library's Bernheim Hall is a fixed seat theater that is suitable for musical and theatrical performances. A concert grand piano sits on the small stage. The Hall rental fee includes one rehearsal, not lasting more than 3 hours and pre-scheduled between the hours of 9 am and 5 pm, Monday through Friday. Use of the piano is also included in the rental fee. The library has the piano tuned once per year. When requested, the library will schedule an additional tuning by a library-approved tuner and the applicant will be charged.

# Charges for Use of Mobile Public Library Meeting Rooms and Bernheim Hall

Date of Application \_\_\_\_\_

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

Facility Requested \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

## AFTER HOURS MEETING ROOM USE

Rental Fee \$50.00 per hour or fraction thereof with 3 hour minimum charge \$ \_\_\_\_\_

Attendant Scheduled for programs outside of library hours and included with Rental Fee

Security Fee Scheduled for programs outside of library hours at \$15.00 per guard per hour or fraction thereof with 3 hour minimum charge \$ \_\_\_\_\_

## BERNHEIM HALL RENTAL

Rental Fee \$50.00 per hour or fraction thereof with 3 hour minimum charge \$ \_\_\_\_\_

Attendant Scheduled for programs outside of library hours and included with the Rental Fee

Security Fee Scheduled for programs outside of library hours at \$15.00 per guard per hour or fraction thereof with 3 hour minimum charge \$ \_\_\_\_\_

Piano Tuning When requested by applicant \$ \_\_\_\_\_

## FOOD AND BEVERAGE FEE

Main Library & West Regional Branch \$35.00 \$ \_\_\_\_\_

All Other Meeting Rooms \$15.00 \$ \_\_\_\_\_

## EQUIPMENT RENTAL

DVD/TV Combination Unit \$15.00 \$ \_\_\_\_\_

Digital Projector \$15.00 \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

## PAYMENTS

Payment must be made no later than one week in advance of the scheduled event or meeting date. The applicant will be billed for any use exceeding the agreed to amount.

Payment will be refunded provided a reservation is cancelled no later than 48 hours in advance of the scheduled program, and provided the library has incurred no expense in connection with the reservation.