

Meeting Room Policy

Events initiated, authorized, planned, scheduled, promoted, or produced by the library shall have first priority in the scheduling of the library's meeting rooms. This includes library-related events being held in cooperation with other community groups or agencies to help fulfill the library's mission in meeting community educational, informational, and cultural needs.

When not required for library purposes, the meeting rooms are available for use by any community group. The meeting rooms cannot be used for illegal activities or in support of illegal activities. For profit groups will be assessed a room fee.

The library reserves the right to refuse scheduling, based on availability of meeting room, frequency of meeting, and demand from other organizations. The library also reserves the right to request changes in meeting room time or location if a conflict with a library event arises. Reservations are accepted on a first-come, first-serve basis. Reservations are accepted three months in advance.

An authorized representative of the requesting organization must submit the Library's Meeting Room Application accepting responsibility for use of the meeting room and for compliance with the library's Meeting Room Policy. Certain equipment may be available upon request to organizations using the meeting room. It is the responsibility of the organization to request the equipment when scheduling.

Refreshments may be served. Organizations are responsible for clean up and the disposal of all food and the deposit of all refuse in trash receptacles. If the room is not clear of all food and refuse after a meeting, future use may be restricted, and additional charges may be assessed.

Tobacco products, alcoholic beverages, illegal substances, drugs and weapons are not permitted anywhere in the library at any time. Children 7 years of age and younger must remain with parents who are attending a meeting.

Organizations using the meeting rooms are responsible for any lost or damaged library equipment, furniture, walls or floors. The Guymon Public Library and Arts Center reserves the right to deny use of the meeting rooms to organizations that knowingly violate any of the above guidelines.

Use of the meeting rooms by any organization does not in any sense constitute an endorsement of that organization's policies or beliefs by the Guymon Public Library and Arts Center, the Library Board or the City of Guymon.

Guymon Public Library and Art Center Meeting Room Application

Date of Event _____ Beginning Time _____ Ending Time _____

Organization _____ Nonprofit ___ Number attending _____

(Charge for other than nonprofit groups is \$20 per hour, \$60 for 4 hours, or \$120 for full day.)

Contact _____ Phone/Cell _____ Email _____

Mailing Address _____

Room requested: Safe Room (48) _____ Classroom (26) _____ Conference Room (12) _____

(Classroom is only available during library hours Monday-Thursday 9:30 to 7:00, Friday 9:30 to 5:00 and Saturday 9:30 to 2:00)

Equipment: Podium ___ Microphone ___ Videoconference ___ Laptops (10) ___ Coffee Pot _____

By signing this form you and/or your organization are legally adhering to all the rules, regulations and policies of the Guymon Public Library and Art Center and may be assessed additional fees for damages and/or cleaning.

Printed Name

Signature

For Library Use Only

Payment received _____ Issued Key # _____

Confirmed by _____ Date _____

Returned Key # _____

Inspected by _____ Date _____