

Meeting Room Policy

The Guymon Public Library and Arts Center provides meeting rooms for customer use. The agreement of the library to make meeting room space available does not imply that the library either advocates or endorses the viewpoints expressed in the meeting or by meeting sponsors or speakers.

Eligibility

- Local nonprofit law-abiding organizations of an educational, civic, cultural, professional or religious nature may book rooms. In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility; such proof may include meeting agendas and past meeting minutes.
- Political debates during political party and nonpartisan election primaries and between political party and non-partisan and independent candidates prior to a general election may be held in library meeting room(s) if all other Library meeting room requirements established by Library policy and established practice are met.

Requirements

- Groups using meeting rooms are expected to have a copy of their agreement with the library on record. Rooms cannot be reserved without this agreement.
- Meeting rooms can be reserved for use during library's regular operating hours based on availability as listed in the policy and guidelines.
- To reserve a meeting room, visit <https://guymon.okpls.org/meeting-rooms/>. For more information, contact the library at 580-338-7330
- Cancellations must be made as soon as possible and the library must be notified to allow others to use the room.

Publicity

- All publicity by the organization about the meeting must state clearly that the library is merely the site of the meeting and not its sponsor.
- A library meeting room must be booked and confirmed prior to publicity submission.

Restrictions

- Activities likely to disturb regular library functions.
- Any unlawful purposes.
- Library meeting rooms are not available for use on library holidays or during hours that the library is closed.

- Use of tobacco or other related products use is not permitted on library premises.
- Alcoholic beverages.
- Parties (Birthday/Bridal or Baby/Graduation/etc.)
- The Teen Space (Classroom) is available Monday - Friday 9:30AM - 3PM to allow our young adults to have their own space.

Abuse

Abuse to a meeting room, to the library building or to the contents of the library may result in the termination of the privilege to use the library's facilities. Matters of abuse may be defined as:

- Damage to the room, building or contents
- Failure to adhere to policies governing meeting rooms.
- Failure to follow guidelines for providing security while in the building.
- Leaving children unattended or the failure to supervise the activities of children.
- Failure to leave the room or building in a neat and clean condition in the time allowed for the meeting.
- Failure to notify the library of meeting time changes or cancellations.
- Excessive noise or activity which might disturb other library customers.
- Failure to pay assessed library fees.

Fees

- If additional cleaning is required, the users will be charged the cost of the cleaning.
- If damage to the room or the Library's equipment is incurred, users will be charged for such damage.

GPL reserves the right to make exceptions to the meeting room use policy on a case by case basis.

Library Meeting Room Application

Organization Name: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Contact Person: _____

Phone _____ Email _____

Alternative Contact: _____

Phone _____ Email _____

Purpose of Program/Meeting _____

Expected Number of Attendees _____

Single use: Meeting Date _____

Start Time _____ End time _____

Multiple uses: Meeting Date(s) _____

Start time _____ End time _____

Meeting Room Requested: Safe(48) Teen Space(26) Conference Room(12)

*Teen Space is available only Monday - Thursday 9:30AM - 3PM

Equipment: Podium Microphone Laptops

*Laptops are only available for classes. If you require a laptop, you will need to provide your own and come early to troubleshoot any issues.

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the **Guymon Library Meeting Room Policies** and agree that they will be carefully observed. If a meeting is canceled, I agree to notify the library as far in advance as possible. I understand that failure to comply with the meeting room policies and staff directions may result in a loss of future meeting room usage.

Please Note: Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel.

Please mail, email, fax, or return in person completed applications.

Mail: Guymon Public Library and Arts Center, Director, 1718 N. Oklahoma St., Guymon, OK 73942

Email: adult.librarian.gpl@gmail.com

Fax: 580-338-2659

FOR LIBRARY USE ONLY Application approved Application denied

Reason for denial:

Signed _____ Title _____ Date _____