

**TEMPLE TERRACE PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING ROOM**

Date: _____

Official Name of Group: _____

Parent or Affiliate Organization: _____

What is the primary purpose of your group, its function and membership policies?

Date of Program: _____ Day of week: _____ Time: _____

Expected Attendance: _____

Representative Completing the Application:

Name: _____

Office held: _____

Address: _____

Home Phone: _____ Work Phone: _____

I, as an officer of the group, accept responsibility for any damage to the Library as a result of this meeting. By signing below, I am attesting that I have read the Meeting Room Policies, that I agree to abide by all regulations stated therein and that my organization does not unlawfully discriminate in its membership policies.

Signature

AT THE CONCLUSION OF YOUR MEETING PLEASE PROVIDE THE LIBRARY WITH THE NUMBER OF PEOPLE WHO ATTENDED. THANK YOU.

MEETING ROOM POLICY

Meeting rooms may be booked by any nonprofit/governmental group which does not unlawfully discriminate in its membership practices. Groups must apply in advance to the library in order to make certain that the room is not already booked for another use. The Library does not provide a permanent meeting place for any organization and no more than one meeting per quarter may be held. The meeting room will not be booked until a completed application has been submitted and approved by the Library Administration.

Booking priorities: Temple Terrace activities and programs including Literacy tutoring Programs co-sponsored by the library
Other eligible programs at the discretion of Library Administration

Meetings must be scheduled to take place during regular hours of operation and must end 30 minutes prior to the Library's scheduled closing time.

Temple Terrace Public Library is providing a public service by allowing eligible groups to use the meeting room. It does not imply an endorsement of the purpose and/or policies of the groups.

Regulations:

- No illegal, immoral or unethical activities are allowed in the library.
- Smoking, food, candy, and beverages other than water are not allowed.
- Organizations using the room will be billed for any damages to furnishings.
- Organizations may be asked to leave if they disturb others or engage in destructive behavior. Users of the room are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the room.
- The library is not responsible for the loss or damage to personal items.
- No person, firm, corporation or other legal entity shall engage in any private business, commercial activity, or undertake to provide any service for compensation, or to advertise or display merchandise, or to transact any business for profit, or to solicit business in any meeting room or study room of the Temple Terrace Public Library.
- Behavior judged to be inappropriate by the library staff may result in expulsion from the room and from the library and could result in permanent exclusion.
- All meeting activities are to stay inside the meeting room, not in the lobby.
- No proselytizing or other controversial activities are allowed in the library.

The above regulations are not all inclusive.

The meeting room must be left in the same condition and arrangement in which it was found prior to usage. Responsibility for any damage to library property must be assumed by the group using the room. Groups causing damage to the room will not be allowed further use of the room until full restitution is made.