

Where Connections Happen

CITY OF CARROLLTON PUBLIC LIBRARY MEETING ROOM RESERVATION APPLICATION

Name		Library Card	Library Card #		
Address			Zip		
Phone # (Day)	(Night)	(Cell)			
Type of Function/Group Name					
Date of Function	until	Approx # of Guests			
Email Address					
Josey Ranch Lake Library					
Check Facility	Address	Room Capacity	Fees Per Hour		
Conference Room Environmental Room Meeting Room (Kitchen)	1700 Keller Springs Rd. 1700 Keller Springs Rd. 1700 Keller Springs Rd.	14 25 100	No Charge \$15 per hr \$25 per hr		
Hebron and Josey Library					
Check Facility	Address	Room Capacity	Fees Per Hour		
Conference Room	4220 North Josey Lane	14	No Charge		
Meeting Room #1	4220 North Josey Lane	30	\$15 per hr		
Meeting Room #2 (Kitchen) Meeting Room #1&2 (Kitchen)	4220 North Josey Lane 4220 North Josey Lane	60 90	\$25 per hr \$25 per hr		
Equipment Requested:	/D/VCR/Monitor				
cancellation occurs prior to 72 hours of the			nus a \$5 administrative processing fee. If the		
No Show: If the group does not show up for the meeting	ng without prior notification of c	ancellation, the ren	tal fees will not be refunded.		
Refunds: Refund checks will be mailed only to the scheduled reservation to the address provide	-	ce. The refund wi	ll be mailed fourteen to thirty days after the		
original condition and ending our meeting canceling a reservation at least 72 hour requests to schedule the meeting rooms.	ng and cleanup completed a n rs in advance. Failure to cor . I have read and agree with	ninimum of 15 min nply with these st the Carrollton Po	equipment we use, leaving the room in its nutes prior to the Library closing hour or ipulations may result in denial of future ublic Library Meeting Room Reservation on & Josey Library in compliance with the		
Your signature indicates your acceptance of	f all regulations herein attached.				
Applicant Signature			Date		

CITY OF CARROLLTON PUBLIC LIBRARY MEETING ROOM RESERVATION POLICY

The meeting rooms at the Carrollton Public Library at Josey Ranch Lake and Hebron and Josey are provided primarily for library-related activities, such as story times, film programs, book reviews, discussion groups, staff training and other events sponsored or cosponsored by the Library. City and Library activities have first priority in scheduling the meeting rooms. The Carrollton Public Library reserve the rights to cancel or change a reservation do to events sponsored or co-sponsored by the City or Library.

Meeting rooms are available for rental for social, civic, cultural, recreational, or charitable purposes by individuals residing in Carrollton who possess a valid City of Carrollton library card. The rooms are available for use during Library hours and at times when City and/or Library functions are not scheduled. *Rooms may not be used for public press conferences*. Use of the building for individual or personal gain is prohibited. No admittance fee, or any other charge for attendance, may be attached to any function held in the meeting rooms unless proceeds are donated to the Library or City of Carrollton. The only exception will be Library cosponsored programs, which may require a nominal fee. Meetings must be open to the public without regard to race, age, sex, religion, national origin, political affiliation, or disabilities.

A reservation application must be completed and submitted to the Library staff. A rental agreement is not valid until all fees are collected. Reservations will be accepted no longer than 90 days prior to the event. No group shall assign its space or reservation to another group. The individual leasing the facility must be at least 21 years of age. The individual signing the reservation form is responsible for any damages to the rooms, the furnishings, or any library equipment borrowed. This individual must be present at the time of the scheduled activity or designate a contact person to be present.

Refreshments may be served in the Meeting Rooms; however, the Library does not furnish dishes or kitchen equipment. All facilities must be left in a clean and orderly condition. No alcoholic beverages are allowed. The Library staff does not provide room set up, including chairs, tables, podium, and equipment, except for library-sponsored events. Meetings shall be brought to a close and cleanup completed a minimum of 15 minutes prior to the Library closing hour. Groups using the rooms are required to stack chairs and return tables to their carriers. No physical changes may be made in the rooms except for the rearrangement of furniture. No decorations are permitted that mar the rooms. (Example: adhesive tape etc.) Decorations must be authorized by the department representative and must meet all fire codes (no open flames, votives, sternos etc.) The rooms must be left in their original condition and clear of trash and personal belongings. A TV/VCR/DVD monitor is available for use by persons reserving a meeting room at either location. Use of videos/DVD in programming must conform to copyright laws governing public performance videos only. The individual's conduct during the first room rental will determine the possibility of a continuing rental commitment.

Permission to use the rooms shall not, in any way, constitute an endorsement of the group, its policies or activities, by the Library or by the City of Carrollton. The library does not produce publicity materials for groups renting the facilities. Meetings of outside groups are not included in the Library publicity materials unless they are co-sponsored by the Library. Copies of any publicity materials may be furnished to the Library for posting as space allows. In the event publicity concerning the meeting is circulated which lists the Library as the location, this disclaimer <u>must</u> be included: "**This event is not sponsored by The Carrollton Public Library.**" Neither the name nor address of the Carrollton Public Library may be used as the official address or headquarters of an organization, other than the Friends of the Carrollton Public Library.

Attendance is limited by the capacity of the rooms as established by the Building Code and the Fire Marshall. Activities, which violate city codes and ordinances or Federal, State, or local laws, will not be permitted. In compliance with the Ordinance No. 1388 of the City of Carrollton, smoking is not permitted in the building.

Adults attending meetings in the library, who bring children under seven years of age, must keep their children with them while in the building. Children seven (7) years of age or older, who are with an adult attending a meeting, are expected to work quietly in the library. Older children who are repeatedly corrected by library staff will be sent into the meeting with the adult.

Notice of cancellation of a meeting should be made to the Library as soon as possible. If the cancellation is within 72 hours of the reservation date, the rental fees will be returned minus a \$5 administrative processing fee. If the cancellation occurs prior to 72 hours of the reservation date, all fees will be refunded. If the group does not show up for the meeting without prior notification of cancellation, the rental fees will not be refunded. Refund checks will be mailed to the individual who reserved the space. The refund will be mailed fourteen to thirty days after the scheduled reservation.

Failure to comply with this policy may result in loss of privilege to use the facility and may also result in other action deemed appropriate by the Carrollton Public Library. Requests for use of meeting rooms which do not comply with this policy, may be submitted in writing to the Library Director for consideration.

Number of tables and chairs in the Meeting Rooms

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Library	Room	Capacity Tables and Chairs	# of Chairs	# of Tables	Size				
Josey Ranch Lake	Meeting Room	100	97	29	23@ 18" x 60" 4 @ 24" x 72"				
	Environmental Classroom	25	25	11	6 @ 24" x 72" 6 @ 18" x 60"				
	Conference Room	14							
Hebron & Josey	Room # 1	30	12	8	18" x 60"				
	Room # 2	60	90	16	18" x 60"				
	Conference Room	14							