

MARSHALL-LYON COUNTY LIBRARY  
MEETING ROOM APPLICATION



Applicant Information

Name of organization or group: \_\_\_\_\_ Date: \_\_\_\_\_

Contact person: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date needed: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

(Must include setup and clean up)

Name/Purpose of Meeting: \_\_\_\_\_

Open to public: Yes \_\_\_\_\_ No \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Room requesting: Community Room \_\_\_\_\_ MN Room \_\_\_\_\_ Teen Room \_\_\_\_\_

Using: Kitchen \_\_\_\_\_ Technology \_\_\_\_\_

Available Hours: Monday – Thursday 9:30 am – 7:30 pm; Friday 9:30 am or 5:30 pm; Saturday 10:00 am – 5:00 (including time to set-up and tear down). No events will be held on Sundays.

*I have read and agree to abide by all appropriate policies and guidelines:*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff Use Only

Staff Person Taking Application: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Director OR Public Services Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

Assigned Room & Fees: CR \_\_\_\_\_ MR \_\_\_\_\_ TSR \_\_\_\_\_

Kitchen \_\_\_\_\_ Technology \_\_\_\_\_ Deposit \_\_\_\_\_

Total Fees applicable: \_\_\_\_\_ NONE: \_\_\_\_\_

Denied Reason: \_\_\_\_\_ Date: \_\_\_\_\_

HIGHLIGHTS  
MARSHALL-LYON COUNTY LIBRARY  
MEETING AND STUDY ROOM POLICY AND GUIDELINES



Attendees to non-Library events must not take the majority or all of the parking available to the Library's customers. Parking is allowed on C Street and Progress Drive.

- Use of any of the Library's rooms does not constitute the Library's endorsement of viewpoints expressed by program presenters or participants. No advertising or announcements implying such an endorsement are allowed.
- All rooms, including furniture and equipment, are to be used for their intended and proper purposes.
- Individuals, groups and organizations using a room are fiscally responsible for the condition of the room after use.
- The maximum capacity of each room must be observed at all times.
- Nothing may be affixed or mounted in any way to the doors, walls, windows, furniture, fixtures or equipment without the express permission of Library staff.
- The Library recycles and each room has both a garbage can and a blue recycle can.
- An individual must be 18 years or older to make a room reservation.
- Room cancellations may be made up to 48 hours ahead of the event for a full refund of fees. Cancellations within 48 hours or less of the event may incur a penalty.
- The Library may cancel a room reservation at any time and will give as much notice as possible.
- A group may not use a room more than twice a month, unless allowed by the Library Director or designee.
- All who use any Library room are required to abide by the Library's **Customer Code of Conduct Policy**, including no smoking or alcohol on Library property.
- The person reserving the room is responsible for making sure those in attendances know about, understand and comply with the policy and guidelines.

**Please read Meeting & Study Room policy and guidelines for complete details.**

