

APPLICATION BY AN OUTSIDE GROUP
TO USE MEETING SPACE AT HANNIBAL FREE PUBLIC LIBRARY

Name of Group: _____

Date and Time of Proposed Meeting: _____

Please Describe the Activity: _____

Will the Meeting Be Open to the Public and Offered Free of Charge? (circle one) yes no

How Many People Will Attend? _____

Do You Plan to Serve Refreshments? (circle one) yes no If So, What Will Be Served?

Which Room Is Requested? (circle one) Board Room Woman's Club Room Both Rooms

Furnishings in the Trustees Room include a large round table, seating nine or ten people, a smaller side table, and chairs around the perimeter of the room. Since most of these furnishings are antiques, they are not to be moved into the Woman's Club Room by outside groups unless permission is granted to do so by the Library. Tables are to be left in position where found.

Furnishings in the Woman's Club Room include a desk, two fancy chairs, and a piano. These furnishings should not be moved by outside groups. Up to forty folding chairs, twelve banquet folding tables, eight smaller folding tables, and five square card tables can be requested. The Library prefers to have its own staff set up the Room. Outside groups may rearrange these furnishings, but they must be returned to the locations where found.

Light refreshments may be served in the meeting rooms, but groups may not prepare food on Library property. Alcoholic beverages are prohibited. Spills must be reported to Library staff promptly. Lighted candles may not be used.

If the Woman's Club Room Is Requested, What Set Up Is Desired? Note that certain room set-ups are sometimes not available. If only one set-up will work, please discuss needs with the Library as soon as possible.

___ Auditorium (40 chairs facing the fireplace, lectern)

___ Auditorium with Panel Table in Front and Literature Table in Back (38 chairs facing the fireplace)

___ Classroom (10 tables, 20 chairs, lectern)

___ Special Set Up (specify request) _____

___ Responsible Party's Initials

___ Librarian's Initials

By signing this application, I am requesting use of the Library's meeting space, as described on the first page of this application, and under conditions described in the Library Board's Policy Statements on Meeting Space and/or Public Behavior. By signing, I am agreeing to comply with these Policy Statements and to oversee compliance by attendees while using the Library's meeting space.

By signing below, I certify that I take responsibility for my group's event and agree to and shall indemnify, defend and hold harmless Hannibal Free Public Library and its appointed officials, boards, committees, agents and employees (collectively, the "Library") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the Library or which the Library may pay, sustain, or incur by reason of the use of library facilities by my group.

Signature of Responsible Party: _____

Printed Name of Responsible Party: _____

Today's Date: _____

Mailing Address: _____

Phone: _____ Fax: _____

LIBRARY RESPONSE:

(Circle one) Accepted / Declined**

**Persons or outside groups refused the use of the Library's Meeting Rooms or persons or outside groups whose privileges to use meeting space have been revoked, have the right to appeal in writing to the Library Board of Trustees. Such appeals must be submitted in writing to the Library Board within 10 days after notice of the refusal to use the Meeting Rooms or the revocation of use of the Meeting Rooms. Appeals should be addressed in care of the Library Director, 200 South Fifth Street, Hannibal. MO 63401.

Reason: _____

Other Considerations: _____

Today's Date: _____

Signature for the Library: _____

Caitlin Greathouse, Library Director
Hannibal Free Public Library
200 S. Fifth Street
Hannibal, MO 63401
Phone: 573-221-0222
Fax: 573-221-0369