

# Smith Meeting Room Request Form

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Organization  
Description \_\_\_\_\_

Nature of Meeting/Program \_\_\_\_\_

Meeting/Program Time \_\_\_\_\_

Meeting/Program Date \_\_\_\_\_

Number Expected to Attend \_\_\_\_\_

Type of Room Setup  
Requested \_\_\_\_\_

Application Fee for program of 3 hours \$50    \_\_\_Yes    \_\_\_No

Advertising    \_\_\_ Yes (please attach copy)    \_\_\_No

*\* All advertising/publicity of the program will include the following disclaimer:*

**"This program is not sponsored or endorsed by Lake Geneva Public Library and may not reflect the views of the Library."**

*\* All advertising of the program will be reviewed by Lake Geneva Public Library staff **prior to publication***

I am the representative, for the above named group, and will serve as the contact person responsible for this meeting/program. I have read the attached **SMR conditions of use** and agree to the guideline set forth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name (Please Print) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Library will review, approve and schedule meetings/programs proposed by organizations as Library calendar permits (around library programming).

## Conditions of use

- No group is denied use of the room because of their beliefs
- Meetings may be held only during regular library hours
- Meetings are limited to three hours unless otherwise approved
- All meetings must be open to the public, unless an organization is restricted to "members only" (ie girl scouts, or condo associations) and no fees may be charged by the group to attend
- Attendance is limited to room capacity of 70 persons
- No products or services may be sold at the program
- Program attendance lists may not be used for subsequent commercial use
- Use of library staff kitchen and equipment is not permitted
- Light snacks & beverages are allowed
- Program presenters are to be respectful of the Smith Meeting Room
- No group shall misrepresent the Lake Geneva Public Library as sponsor of the event
- The requested date and time will be tentatively reserved for use of the Smith Meeting Room on the Library calendar until the application has been returned, unless otherwise specified
- Any organization agrees to hold harmless the Lake Geneva Public Library from any and all actions and suits relating to its use of Library facilities.

## Application & Advertising

- Request forms are available at the Library's Circulation Desk or from our website.
- A \$50 non-refundable application fee is charged for usage of the Smith Meeting Room up to three hours. If the Smith Meeting Room is required for more than three hours, the non-refundable fee is \$100.
- Fees should be submitted with the application and made payable prior to the date of the event to secure the reservation.

All advertising/publicity of program will be reviewed by Lake Geneva Public Library staff prior to publication and must include contact name and phone number of person coordinating the program.

Advertising/publicity of the program should include the following disclaimer:

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