

MEETING ROOM APPLICATION

The Lonsdale Public Library strives to meet the educational, social and information needs of the community. To that end, we have a meeting room available to qualifying groups on an equal opportunity basis. It accommodates up to 98 people. It has audiovisual equipment including a large screen and projector, DVD and CD player and cable television. The room also contains a refrigerator, sink and microwave.

For private functions, there is a \$25/hour rental fee. There is no hourly fee for use by the library, the City of Lonsdale, the Villages of Lonsdale, elected officials hosting public meetings, non-profit community organizations or residents of the Villages of Lonsdale. A \$100 security deposit is required for all events. This deposit will be disposed of as stated below if there is no damage to the room.

GUIDELINES:

1. No reservation is confirmed until the application has been signed and returned to the library. You may set up only in the meeting room. The hallway and vestibule are to be kept clear.
2. Qualifying groups with recurring events will need to fill out an application form annually and/or if there are any contact information changes.
3. Keys must be picked up during library hours. Please do not call library staff at home to arrange for key pick up.
4. Remember to lock the facility when leaving when the library is closed. Keys may be returned in the book drop after hours. If you lose the keys you will be charged the actual cost of rekeying.
5. Groups are responsible for their own set up and clean up, including wiping down surfaces, vacuuming, taking the garbage out, and making sure all lights are turned off.
6. Hourly cost of the room applies to the time reserved whether it is used for the entire time or not. Remember to include set up and clean up time.
7. The library meeting rooms may not be used to sell products or services, unless prior approval is given by the library director.
8. The individual submitting the application on behalf of the group is responsible for reasonable care of the room and furnishings, and will be required to pay for any damage cost beyond the amount of deposit.
9. A supervising adult shall be in charge of the group and shall be present whenever children are present.
10. Light refreshments and food may be served. Catering is available through the Villages of Lonsdale. 507-744-3453.
11. Smoking is not allowed anywhere on the property and alcohol consumption is not allowed inside the library, vestibule, lobby or meeting rooms. (*Alcohol may be consumed in moderation by residents of the Villages of Lonsdale.*)
12. The City of Lonsdale does not assume responsibility for any equipment, food, etc. left on the premises.
13. The applicant shall notify library staff immediately of cancellation.
14. The exit door from the large meeting room into the Villages of Lonsdale may not be used except in the case of an emergency.

15. Questions or concerns about the rooms, thermostat adjustment, etc. should be addressed to library staff - **not** Villages of Lonsdale staff.
16. Failure to observe any and all regulations shall result in the loss of meeting room privileges by the group or individual.
17. Emergency contact (when the library is closed): Marguerite Moran - (952) 388-9184. **EMERGENCIES ONLY.**

APPLICATION FOR USE OF MEETING ROOM

Date of Meeting: _____ Number of hours reserved: _____

Beginning Time: _____ Ending Time: _____

Name of Organization: _____

Purpose of Meeting: _____

Application Made By: _____ Telephone: _____

Email: _____

If you are not present to supervise the activity, list the person who will be in charge:

Name: _____ Telephone: _____

Email: _____

I would like my \$100 deposit check:

_____ Shredded. _____ Donated to the library. _____ Returned to me. I will pick it up within 10 days.

I have read and agree to abide by the above terms.

Applicant Signature Date: _____