This Meeting Facilities Registration Form must be submitted prior to a group's first meeting. Submission of the Registration Form does not guarantee your meeting date; reservations must be made through the designated meeting room contact at the library where the meeting room is located.

Please complete this form before the first meeting. Updates are only necessary if there are changes in the information:

Organization: ______________________________________________________________

Contact Person (also sign below): _____________________________________________

Address: __________________________________________________________________

Phone: ________________________ Fax: _____________________________

Email: ________________________

Alternative Contact: _______________________________________________________

Terms of use of White County Regional Library System (WCRLS) Meeting Facilities:

- WCRLS does not discriminate with regard to race, religion, sex, or political belief in making meeting facilities available to any person or group.
- Library and library-sponsored activities have priority in the use of meeting space.
- In no case shall any WCRLS facility be used by an individual, group, or business as a de facto place of business or point of sale. Use of library facilities to directly or indirectly promote a business enterprise or solicit clientele is prohibited.
- Except for library-sponsored fund-raising events, meeting facilities may not be used by any person or group for the immediate point of sale for goods, merchandise, or services. Users are prohibited from using the facilities to directly or indirectly sell commodities, services, or merchandise, or to solicit any individual as a future customer.
- Except for recruitment for state, federal or local government personnel, meeting facilities may not be used for the purpose of establishing any employer-employee relationship. Meeting facilities may be scheduled by companies for job interviews, providing that the meeting is not a general attempt to recruit employees.
- Business or private enterprises wishing to present public service programs must submit a program proposal to the Branch Manager, who will forward it to the Director for approval. The business may hold one such program per year at any one library in the system. They may not take names/addresses of participants or distribute literature that advertises their business.
- In order to ensure equitable availability of meeting facilities, use by any person or group may be limited at the discretion of the branch manager.
• Groups who publicly announce their meetings by purchasing advertising, widely distributing, or mailing information to the public must include the following disclaimer in their announcements: "Use of White County Regional Library System meeting room facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by the library board or staff."

• Meeting facilities are under the supervision of the staff of each library.

• WCRLS reserves the right to have a member of its staff present at scheduled events.

• Anyone using the meeting facilities assumes responsibility for damage to the rooms and their contents. The library is not responsible for items left unattended.

• An organization denied the use of the meeting facilities may appeal to the Director for reconsideration by submitting a written request for reinstatement.

• Meetings should be held within the library’s operating hours and conclude at least 15 minutes before the library’s closing time.

• A minimum of 48 hours cancellation notice is expected. Groups and individuals who fail to give such notice for two consecutive meetings may be denied meeting room privileges for six months.

• Users of meeting facilities may not charge a fee, except to recover out-of-pocket costs for the meeting. Out-of-pocket costs are limited to expenses such as food, printing costs, and reasonable honoraria for guest speakers.

• Candidates for political office, or persons involved in issue oriented campaigns may use meeting facilities provided fund-raising events do not occur on library premises.

• Light refreshments, finger foods, and beverages may be served in meeting facilities only with the prior approval of the Branch Manager.

• No alcoholic beverages may be served on library property.

• Adult supervision must be present for meetings for groups whose primary members are under the age of 21.

• No decorations or other items may be affixed to the walls with adhesive.

• The library does not charge for the use of audio-visual equipment, but may charge the user any reasonable repairs caused by misuse or abuse of the library's equipment.

• Determination of appropriate use of library facilities in this regard will be made by the Branch Manager and/or Library Director.

• **Persons or groups who misrepresent their status in order to use WCRLS meeting facilities, or who disregard any of the rules set forth in this procedure will be banned from using meeting facilities throughout the library system.**

The limits on long term scheduling are as follows:

1. Branch Managers may allow a group to schedule one meeting per month for six consecutive months. At the end of six months, that group may request that scheduling privileges be extended for another six months, providing that, in the judgment of the Branch Manager, others in the service area are not being denied reasonable access to WCRLS' facilities. (For purposes of scheduling, "at the end of six months" means the time of the last meeting.)

2. Branch Managers may allow a group to schedule one meeting per week for a maximum of two months. At the end of two months, that group may request that scheduling privileges be extended for another two months providing that, in the judgment of the Branch Manager, others in the service area are not being denied reasonable access to WCRLS' facilities.

3. Branch Managers may allow a group to schedule up to eight meetings in less than thirty days, providing that the program being scheduled has a definable beginning and end. (For example, a group may schedule a series of workshops on different days.)

4. WCRLS prefers that any long term scheduling that occurs under sections 1, 2 and 3, be limited to three hours per session.
I have read and agree to the terms of use for this WCRLS meeting room. I understand that if I misrepresent my group’s status in order to use WCRLS meeting facilities, or if my group disregards any of the rules set forth in this procedure, we will be banned from using meeting room facilities throughout the library system.

Signature

Date