



Meeting Room Policy
(Updated February 2013)

The meeting room of the Mercer Area Library is available for use by non-profit organizations, clubs, and community groups. It can be reserved for specific events as well as for regularly scheduled, on-going meetings. Use by groups, particularly after library hours, is at the discretion of the library director.

Library programming and events always receive first priority in scheduling.

There is no fee for the use of the meeting room; however, a \$25.00 deposit is required. Payment must be received within 10 days of making the reservation, and will be returned when the library staff has checked the condition of the room. Cancellations must be made within 24 hours of the scheduled event or the deposit will not be returned. Refreshments may be served, but the room must be left clean and in its original condition before the deposit is returned.

The Mercer Area Library does not assume liability for injury or damage to personal property which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the library. No smoking, alcohol, or drug use is permitted.

The Mercer Area Library provides the meeting room as a public service, and as part of our mission to enrich lives and encourage self-education. Any one group or individual abusing these regulations in any way will not be permitted use of the meeting room again.

While there is no charge for the use of the meeting room, donations are welcome.

*Additional regulations may apply.
Responsible individual must fill out the reverse side of this form.*



Mercer Area Library Meeting Room Reservation

Date of Application _____

Name of group _____

Responsible individual (must be over 18) _____

Address _____

Email _____

Phone number _____

Date Needed _____

Time requested: Beginning _____ Ending _____

Purpose of Meeting _____

Number of participants expected _____

Number of tables needed _____ Number of chairs needed _____

I agree, as representative of the above named group, to be responsible for the use of the Mercer Area Library meeting room in accordance with the conditions set forth in this contract.

Signature _____ Date _____

For Internal Use

Deposit Received Date _____ Staff _____ Deposit Return Date _____ Staff _____

Cancellation Call _____ Date _____ Left Message _____ Talked To _____ Staff _____

Cancellation Call _____ Date _____ Left Message _____ Talked To _____ Staff _____