



Meeting Room Application

The meeting room is primarily for the use of the Library, Library related organizations, and Library sponsored programs. Library staff members may book the meeting room for Library programs at any time.

When not in use by the Library or related organizations, the meeting room may be used for meetings of local groups and organizations or by commercial groups according to the following guidelines and conditions:

The meeting room is available from 9 a.m. to 9 p.m. Monday—Thursday; from 9 a.m. to 4:30 p.m. Friday and Saturday and from 2:00 p.m. to 5:00 p.m. on Sunday. The room must be vacated promptly at closing.

In the case of a free, non-profit use of the meeting room, the application must be completed and submitted by a resident of Webster Groves who is at least 21 years of age, and who shall be personally responsible for the conduct of the meeting, adherence to regulations, and any damage to Library property.

In the case of a for-profit use of the room, the application must be completed by an agent or officer of the organization, who is at least 21 years of age, and who shall be personally responsible for the conduct of the meeting, adherence to regulations, the payment of fees or charges, and any damage to Library property.

Groups using the meeting room are responsible for assigning an age-appropriate designation for their scheduled event as required by 15 CSR 30-200.015 of Missouri State Regulations. This age-appropriate designation must be listed at the time of application for the use of the room as well as affixed to any promotional materials for said event.

Organization: _____		Non-profit? YES NO
Contact Person: _____	_____	
Name	Title	
Address of organization or contact person:		

Street Address		

City	State	Zip Code
Telephone Number (Day): _____		Telephone Number (Night) _____
Email: _____		

Date and Day of Reservation: _____

Time of Reservation: From _____ am/pm To _____ am/pm

Time of Meeting: From _____ am/pm To _____ am/pm

Purpose/Function of Meeting: _____

Age Designation of Meeting: _____

The undersigned warrants that he or she is an authorized representative of the Organization with authority to execute this application and bind the Organization thereto, and has read the Meeting Room Policy, and hereby agrees to abide by it. The Organization agrees to hold harmless the Library, its Board of Trustees and staff, from and against any and all liabilities, losses, damages, costs and expenses of any kind which may be suffered by, incurred by or threatened against the Library, its Board of Trustees or its staff on account of, or resulting from injury, or claim of injury, to person or property arising out of the Organization's use of the Library. The Organization and the undersigned person designated below also agree to accept responsibility and liability for any and all damages which may arise out of the Organization's use of the Library, including but not limited to damaged or missing equipment and fixtures, and any and all structural, interior or exterior damage to the Library.

Name of Organization: _____

Representative's Printed Name and Title: _____

Signature: _____ Date: _____

I have read the meeting room policy: YES NO

OFFICE USE ONLY:

Approved Denied Reason: _____

Staff Signature: _____ Date: _____

Reservation entered in Meeting Room calendar: Date: _____

For Profit Group Fees:

Room use fee per hour: \$25.00

TOTAL: _____

50% deposit: _____

Deposit paid: _____ staff initial (make a copy of this page as receipt)

Balance paid: _____ staff initial (make a copy of this page as receipt)