



Application for Queen City Room or Community Meeting Room

Group Name _____ Anticipated Attendance _____

Requesting Room (*circle one*): Queen City Room Community Meeting Room

Purpose of Meeting/Program _____

Date Requested: _____ Time Requested: _____

Contact Person #1 _____ Phone _____

Contact Person #2 _____ Phone _____

The names and numbers on this form may be released to patrons with inquiries concerning the meeting: _____ YES or _____ NO

The purpose of this meeting/program listed on this form may be published on the library website calendar: _____ YES or _____ NO

Please list the intended age range for the meeting: _____

(in compliance with 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors)

The meeting rooms are intended to be used by patrons of the library, in good standing, for use on a reserved basis to organizations, government agencies and groups/persons engaged in educational, cultural or civic activities. The Sedalia Public Library programs and events receive priority. The Director will review all requests and determine eligibility prior to granting approval.

I have read & understand the following policies regarding the use of the Queen City Room and Community Meeting Room. I am at least 18 years old, will be in attendance of the event & assume full responsibility of this event.

Applicant Signature _____ Date _____

Application Approved by Library Director _____

Applicant Notified by: _____ Date _____

Notes:

Sedalia Public Library Queen City/Community Meeting Room Policy

The following applies to the Queen City Room and the Community Meeting Room.

1. There is no charge for the use of the Queen City Room or the Community Meeting Room and any group using these rooms may not charge admission. Exceptions may be made, with Director approval, for participants to pay for consumable materials offered at an educational event.
2. With the exception of The Sedalia Public Library Foundation, The Board of Trustees of The Sedalia Public Library and other library support groups, the Queen City Room and the Community Meeting Room are not available for commercial, fundraising or profit-making purposes. In addition, personal events such as birthday parties and bridal showers are not allowed.
3. Approval to use a room at the Library does not imply the Library's endorsement of the group or organization, its policies or beliefs. Neither the name, nor the address of the Library may be used as the official address or headquarters of any organization that uses a Library room.
4. Any group requesting a room is expected to conduct its proceedings in a manner that shall not disrupt the normal library functions.
5. Light refreshments are acceptable, with proper clean up.
6. The Library is not responsible for damaged, lost or stolen items used or left in the meeting rooms.
7. Meeting rooms are available during library operating hours only. All groups must vacate the rooms a minimum of 15 minutes prior to closing. Exceptions made at the Director's discretion.
8. The individuals making this request assumes responsibility for any damages to the premises, equipment or furnishings as a result of the requested meeting. Fees for excessive damage or cleanup may be charged to applicants.
9. The library staff will not be readily available to "set up" technology or furniture. The contact person on this application should plan to arrive early to make sure the room is in working order for your event.
10. SPL needs at least 24 hour's notice to reserve the rooms.
11. For recurring meetings, please reapply every 60 days.

Information about each Room:

Queen City Room-This room has tables and chairs for up to 30 people. This is a large room, equipped with a projector and screen. Participants must bring their personal laptop to connect to the projector. This room has limited outlets. This room is not private, as the elevator entrance/exit is accessible through this room.

Community Meeting Room-This room has tables and chairs for up to 10-12 people. This room has a wall mounted, large computer. This room is a small, conference style meeting room. There are plenty of outlets for anyone needing to use technology. This room is private.