

# Independence Public Library

## Meeting Space Reservation Form

The Independence Public Library offers free meeting spaces to the public. Before filling out this form, please see the reverse side for our meeting room policy. The library will work to accommodate you in one of our five meeting spaces available. Our Meeting Room (Seats 25) is equipped with a smart board, two televisions, projector, and projector screen. We have a portable PA system and projector, which can be used, in any of our other four meeting spaces, which include Board Room (Seats 12), Kansas Room (Seats 12), Carnegie Room/Gallery (Seats 25), and the 1<sup>st</sup> Floor (Seats 50). All of our spaces can be set up with tables and chairs, or just chairs, except for our Board Room. This will affect the number of seats available. Please complete this form and return it to Brandon West, Adult Services Coordinator, [brandon@iplks.org](mailto:brandon@iplks.org).

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Preferred Contact:** Phone Email

**Please provide a brief description on your event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Set Up Time:** \_\_\_\_\_

**Expected number of attendance:** \_\_\_\_\_ **Is this open to the public free of charge?** Yes No

If no, please explain why: \_\_\_\_\_

\_\_\_\_\_

### Room requirements (circle all that apply):

Tables

Technology

Chairs

Privacy

### Technology needed (circle all that apply):

Laptop

Smart Board

Microphone and Speaker

Projection Screen

DVD Player and Screen

### Official Use Only

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Approved:** Yes No

**Meeting Space Reserved:** \_\_\_\_\_

**Date Placed on Calendar:** \_\_\_\_\_

All decisions are final, if you have any questions please contact Brandon West, Adult Services Coordinator at (620) 331-3030 or [brandon@iplks.org](mailto:brandon@iplks.org), or the library director Jeri Kay Hopkins at [jeri@iplks.org](mailto:jeri@iplks.org).

## **K) Public Meeting Room**

Independence Public Library has one meeting room available. Businesses and civic organizations may reserve the rooms for internal employee training, or for programs offered as a service to the public at large, for non commercial purposes.

Space is available during regular hours of the library only regardless of beliefs or affiliations of the users.

The meeting room may not be used for any unlawful purposes.

No fee, admission charge or donation is permitted for entrance into any event. Fees may be charged only to cover the actual expense of materials/supplies used during the meetings. No products or services may be advertised, solicited or sold.

No display, banners, charts, decorations, etc. will be attached to the walls or ceilings.

No display, banner or advertisements will use the library telephone number as a contact point, nor identify the library as a sponsor. Library staff will not handle phone calls or messages for persons utilizing the space.

Rules for food and beverages are as follows:

Food or non-alcoholic beverages may be served, but no cooking may be done on the premises and no flames are allowed. Food already prepared in slow cookers or roasters is allowed.

Reservations may be made up to 6 months in advance and as short as 24 hours prior. Groups are limited to scheduling 3 meetings at a time.

Those using the meeting spaces are responsible for setting them up and returning them to the designated configuration before leaving the building. They are responsible for clean-up, trash removal and all damages incurred. Sweeping and vacuuming are not necessary unless there are spills or out of the ordinary debris. Cleaning supplies are available upon request.

The Library is not responsible for lost or stolen items.

The number of persons in the room may not exceed the occupancy as set by the fire department.

Exceptions to these policies are permissible only by approval from the Library Board.

Users of the meeting room may use the ceiling-mounted projector, smart board, TV, and DVD player which are in the room. No technical support is provided. Users must supply their own laptops for PowerPoint or similar presentations.

Rev. October 18, 2017