

Application for Use of the Ashbrook Meeting Room

El Reno Carnegie Library

215 E Wade

EL Reno, OK 73036

405-262-2409

Returning this form does not guarantee room reservation. To confirm reservation, please contact the Librarian at least three (3) days prior to meeting date at 405-262-2409.

Date of Application: _____

Date(s) Room Requested: _____

Times Requested: _____

Approximate Size of Group: _____

Information on Organization

Name: _____

Address: _____

(Street)

(City)

(State/Zip)

Telephone: _____ E-Mail _____

Purpose or Function of Organization: _____

Purpose of Meeting: _____

Information on Individual Filing Application

Name: _____

Address: _____

(Street)

(City)

(State/Zip)

Telephone: _____ E-Mail _____

I affirm that I am at least eighteen years of age. I have read and understand the regulations pertaining to the use of the Ashbrook Meeting Room, and I agree to abide by the regulation.

Signature of Individual Filing Application: _____

For Office Use Only:

Date received: _____ Approved: _____

Ashbrook Meeting Room Policy

Use of the meeting room is free of charge during the hours the library is open.

The meeting room can be used by non-profit organizations only. Groups and/or individuals scheduling the library meeting room are required to state the purpose of the meeting and fill out an application. Reservations for the meeting room must be made at the library with a minimum of 24 hours prior to room usage. The librarian and/or library board will make final approval of application.

Coffee and light refreshments are permitted. The library will not provide for this. Users of the meeting room are expected to clean up after the event.

No purely social functions, i.e. parties, showers, etc. will be permitted.

The library will not provide personnel to assist in handling of exhibits and other materials needed by groups using the meeting room.

Any meetings, which would be disruptive to the use of the library, are prohibited.

Neither the name nor the address of the library may be used as the official address or headquarters of any organization. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.

The meeting room may not be used as a place of worship.

Groups are required to re-apply in January for regularly scheduled meetings. Generally groups are limited to one regularly scheduled meeting per month. Requests for more frequent use by a group will be considered upon receipt of application. On occasion groups with frequent long-term use may be asked to use the Reference Room.