



## MULTI-PURPOSE ROOM APPLICATION

### PRINT CLEARLY

TODAY'S DATE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DATE OF PROGRAM \_\_\_\_\_

TIME: START (include set up) \_\_\_\_\_ am/pm END (include clean up) \_\_\_\_\_ am/pm

TYPE OF PROGRAM \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ Z IP \_\_\_\_\_

APPLICANT PHONE # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ ALTERNATIVE # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

<b>Staff use only</b>
Approved by _____
Date _____

### EQUIPMENT AVAILABLE FOR USE

Tables (number) \_\_\_\_\_ Chairs (number) \_\_\_\_\_ Lectern w/microphone \_\_\_\_\_

Projection Screen \_\_\_\_\_ Easel \_\_\_\_\_

The Multi-Purpose Room of the Alamogordo Public Library is primarily intended for educational programs and workshops, for Library group activities and for business meetings of Library groups such as Library Board, Books Revisited Literacy Foundation, Friends of the Library, and Staff.

Organization and individuals may sponsor or conduct programs for the public in the Multi-Purpose Room provided they make a written application, and the Library Manager or designee approves the program. Such programming will be valued as a contribution to the library's services and is encouraged.

Priority will be given to programs that are:

- Sponsored by Alamogordo Public Library groups.
- Informational, educational, or cultural
- Of broad public interest
- Publicly advertised.

The Multi-Purpose Room may be used by outside organizations for private meetings, professional associations or commercial firms. Programs by commercial firms are limited to one per quarter of the calendar year.

## **GUIDELINES & RULES**

1. ARRANGEMENTS for program(s) must be made at least two (2) weeks in advance, preferably longer.
2. HOURS: Programs will NOT be scheduled on Fridays, Saturday evenings, or anytime on Sunday.
3. All events must conclude thirty (30) minutes prior to Library's closing.
4. ROOM OCCUPANCY: The Fire Marshal has determined that the attendance capacity of the room is seventy-five (75) when used as one room (approx. 20'x50') or 38 on each side when the sound divider is used. NO EXCEPTIONS
5. PROGRAMS: Subject content of programs must be discussed with the Library Manager (or designee) at the time of application. Programs which might be considered offensive or are designed to inflame the general public will not be approved. The decision of the Manager or designee on this point is final.
6. ITEMS FOR SALE: Materials may not be sold, nor fees charged without the written approval of the Library Manager or designee. Examples of material that may be sold (with approval) are workbooks, books at autograph parties, arts and crafts materials, traditional fundraiser items, etc.
7. EQUIPMENT: Use of any or all equipment must be requested and approved on the application.
8. AN ADULT must be present at all events for children and youth programs.
9. AN ADULT must sign application.
10. FEES for private functions only: \$30 for the first hour and \$10 for each additional hour. This may include private political functions/meetings.
11. FOOD: The serving of food in the room must be approved in advance. No alcoholic beverages allowed.
12. NO SMOKING: The library is a "No Smoking" facility.
13. ATTACHING TO SURFACES: Signage and decorations may not be taped, nailed, tacked or otherwise attached (including decals) to the Multi-Purpose Room surfaces or fixtures like walls, doors, ceiling, cabinets, etc. An exception is made when using pre-approved tape and adhesive backed materials (non-residue, easily removable, no damage).
14. CLEANING: The applicant is responsible for cleaning all trash from tables and throughout the room.
15. FINAL CLEANING performed by Library Staff should only require mopping of floor and emptying trash receptacles.
16. LIABILITY: The applicant may be held liable for cleaning and/or repair costs for any damage to the Multi-Purpose Room and its equipment caused by user and/or their representative through abuse, negligence or failure to follow acceptable regulations.
17. AFTER the event, please report the number of attendees to a library staff member for our records.

**I HAVE READ THE ABOVE APPLICATION IN ITS ENTIRETY. I AGREE TO ASSUME FULL RESPONSIBILITY FOR MY ORGANIZATION OR GROUP IN COMPLYING WITH ALL THE GUIDELINES AND RULES REGARDING THE USE OF THE ALAMOGORDO PUBLIC LIBRARY MULTI-PURPOSE ROOM AND FACILITIES.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_