



**St. Mary Parish Library**  
**Application for Use of St. Mary Parish Library Meeting Room**

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Organization's  
Leader/Sponsor: \_\_\_\_\_

Contact Person (Person completing application): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Topic: \_\_\_\_\_

Speaker: \_\_\_\_\_

Approximate Size of Audience: \_\_\_\_\_

By signing,  
I agree that my group will observe the regulations for building use. *(See rules and regulations)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**St. Mary Parish Library  
Meeting Room Rules and Regulations**



The St. Mary Parish Library is aware of the need for accommodations to be used by groups and committees. It feels that making available such accommodation to the public is an additional service which the library may render under conditions set by the library board. The library building will be available for public use only where there is no schedule conflict with the library-sponsored activities. Library buildings may be used for gatherings of an educational or cultural nature, or meeting of organizations of scientific, literary, civic, cultural, or educational groups. Library buildings may not be used for entertainment, purely for social or money-raising groups.

1. The library may be used free of charge by those designated groups.
2. No admission charge either by way of ticket sale or request for obligatory donations shall be made for any function.
3. No alcoholic beverages may be served.
4. Groups are expected to leave the room neat and orderly.
5. The library reserves the right to cancel any scheduled meeting that conflicts with library activities. The organization will be given two-week notice of cancellation.
6. Organizations holding meetings shall assume responsibility for any damage.
7. Neither the name nor the address of the St. Mary Parish Library may be used as the official address of headquarters of any organization.
8. Only adult groups may use the libraries, or groups under supervision of adults.
9. All arrangements for use of the library building must be made with the Branch Manager and the Library Director and approval given at least a month before the date of a meeting. Cancellation of reservations must be made not less than 24 hours in advance.
10. Request forms, provided at the main desk of the library, must be used in making reservations.
11. The building key and the checklist with attendance information must be returned to the library by the next business day.

**These rules will stand until revised by the St. Mary Parish Library Board of Control.**

If you have any questions, please see a staff member.

**St. Mary Parish Library**  
**Checklist for Meeting Room Users**



NOTE: Persons using the meeting room will be allowed to rearrange the tables and chairs to suit their needs. However, all tables and chairs must be returned to their original location/arrangement.

\_\_\_\_\_ All refreshments must be cleaned up and removed from the meeting room and the refrigerator.

\_\_\_\_\_ All spills, food crumbs, trash and meeting materials must be cleaned. Chairs, tables, and countertops wiped, and floors swept.

\_\_\_\_\_ All used garbage bags and trash must be removed from meeting room and placed in outside garbage containers.

\_\_\_\_\_ Clean garbage bags must be placed all inside garbage receptacles.

\_\_\_\_\_ All food service and catering equipment materials must be removed from meeting room.

\_\_\_\_\_ Kitchen area and restrooms must be clean.

\_\_\_\_\_ All meeting room tables and chairs must be returned to their original locations/arrangement.

\_\_\_\_\_ As a courtesy, please turn off all lights when leaving the building.

\_\_\_\_\_ The meeting room door must be locked and secured when exiting the building.

Group Name \_\_\_\_\_

Attendance \_\_\_\_\_

Date \_\_\_\_\_

Staff Only:

\_\_\_\_\_ Attendance was recorded on form provided by library staff.

\_\_\_\_\_ Checklist with attendance information and the building key.