

## APPLICATION FOR USE OF PEARSON MEETING ROOM

Charges for use of the community room will be set at a donation during Library hours and **\$35.00** (up to 6 hours) when the library is closed. Below is an agreement of responsibility to be signed. Persons interested should contact the Library at **883-2870** for reservations. Charges are made to help offset utility costs; not as a profit-making venture. Anyone who uses the community room will be charged the above amount except the Wellsville City Library Board, The Friends of the Library Foundation, Summer Reading Program and Story time, or those approved by the Wellsville Library Board.

### AGREEMENT OF RESPONSIBILITY

Date of Event \_\_\_\_\_ Program Time \_\_\_\_\_

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

Person Applying on behalf of Group \_\_\_\_\_

Phone \_\_\_\_\_ Mailing address \_\_\_\_\_

Number of Persons Expected to Attend \_\_\_\_\_

Type of activity \_\_\_\_\_

Please check the equipment or furniture to be used for your meeting:

_____ TV	_____ Sound System	_____ Wii Game
_____ DVD Player	_____ Projector screen	_____ X Box
_____ White Board	_____ CD Player	_____ White board
_____ Easels-How many? _____	_____ Free standing	_____ Table standing
_____ Chairs-How many? _____	_____ Tables-How many? _____	

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I understand that I am responsible for donation in advance, a \$50.00 deposit, obtaining and returning the key to the library as agreed upon. The procedure for this is picking the key up from the Library during operating hours and then depositing it immediately after finishing with the room in the **Book Return** box by the front door of the Library. I understand if I do not return the key as specified, the Wellsville City Library will deduct \$15.00 from the deposit.

I also promise that at least one adult will be responsible for any group using the community room. The area must be left clean. Trash should be placed in the dumpster located in the alley.

Do not use any tape, tacks, or staples on the walls.

Please check the following items before leaving the building:

- all indoor lights off (including restrooms)
- check bathrooms for running water
- turn thermostat back to where it was
- be sure door is locked

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**PLEASE NOTE THAT ABSOLUTELY NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED!!!**

Thank you for your cooperation. Enjoy your meeting!

Date \_\_\_\_\_ Signature \_\_\_\_\_

I will pick up my deposit. \_\_\_\_\_ I authorize \_\_\_\_\_ to pick up deposit.

Please destroy my deposit check. \_\_\_\_\_

Office use only: Key # issued: \_\_\_\_\_ Date key returned: \_\_\_\_\_

WELLSVILLE CITY LIBRARY MEETING ROOM USE POLICY  
(PEARSON MEETING ROOM)

1. Reservations for the meeting room will be scheduled in order of requests. Groups cannot exceed 200 people.
2. Reservations must be scheduled during library hours. The first time you need to register in person.  
Please supply us with the following information:  
Name of group  
Name, title and phone number of person assuming responsibility for the group  
Date and time of the meeting  
Number of persons expected to attend  
Anticipated hours you will need the meeting room  
Purpose of the meeting  
Are you serving refreshments?
3. No smoking or alcoholic beverages are allowed in the meeting room.
4. Any equipment or items brought in for the meeting must be removed at the end of the meeting as the Library cannot assume responsibility.
5. We are glad to make our room available, but must ask you to return it to us in the same condition you found it. Please be sure all chairs and tables are placed back in their original position and any materials such as paper or cup and plates are properly disposed. Your group is responsible for any damage to the building, the furniture, and the equipment.
6. Library Staff should not be considered baby-sitters for individuals attending meetings. We are unable to provide child care services. Please advise those attending the meeting that they must make arrangements for child care. We cannot assume responsibility for caring for children left unsupervised in the reading areas.
7. No group or organization other than the Friends of the Library Foundation may use the Library's address as their official address or headquarters.
8. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement by the Library of that group's policies or beliefs. The Wellsville City Library reserves the right to deny use of the meeting room, equipment, or furniture to any group which knowingly violates the above listed guidelines.