

Farmington Public Library Meeting Room Application

Rev. 23.07.20

Date of meeting: _____ Time of meeting: _____ to _____

Name of group/organization: _____

Is this group/organization a non-profit? Yes No

Is this meeting open to the public? Yes No

Per Missouri Secretary of State Administrative Rule 15 CSR 30-200.015, if your meeting room use is open to the public, you must affix an age-appropriate designation to any publication, website, or advertisement for your public meeting, event, or presentation. Please contact the Library Director if you need guidance on how to designate the age-appropriateness of your meeting room usage. Failure to comply may result in rejection of future meeting room requests.

Purpose or function of the organization (please be specific):

Room being applied for: _____ Expected attendance: _____

Name of responsible party (please print): _____

Address: _____ Phone: _____

Email address: _____

Will you need wifi access? Yes (please ask library staff for access information) No

Will library equipment be needed? (use is subject to approval) Yes No

projector microphone other (please specify): _____

The library is unable to provide laptops for meetings. It is recommended to make arrangements with library staff to test your laptop or other equipment at the library prior to your meeting. Library staff cannot provide technical assistance during your meeting, and the library cannot be held responsible if your laptop or other equipment doesn't function properly.

In making application for the use of a meeting room, I have been given or downloaded a copy of the provisions for room use, have read and understand them, and hereby agree to comply. I understand that completing this form does not guarantee the use of a meeting room for the requested date and time.

Signature of applicant: _____ Date: _____

For Sarah Barton Murphy Community Room applicants only:

Please indicate how you would like the room to be set up:

tables and chairs (seats 48) chairs only (seats 100) other (please explain below)

Approved by: _____ Date: _____ Rental fee: _____ Paid