

**This form must be signed and on file in the Library office to guarantee Meeting Room Reservation.**

**Meeting Room Request Form  
North Kansas City Public Library**

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

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

Open to Public: \_\_\_\_yes \_\_\_\_no Need Kitchen: \_\_\_\_yes \_\_\_\_no

Date(s) Needed: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

For-profit: \_\_\_\_yes \_\_\_\_no For-profit Rates: \_\_\_\_\_ \$25.00/4 hours

\_\_\_\_\_ \$50.00/8 hours \_\_\_\_\_ \$10.00/additional hrs Total Due: \_\_\_\_\_

Equipment (Library Staff is not available to run equipment):

\_\_\_ Podium Mic. \_\_\_ Lavalier Mic. \_\_\_ LCD Projector \_\_\_ Laptop

\_\_\_ Dry Erase Board \_\_\_ CD/DVD/VHS Player \_\_\_ Smart Board

Organization is responsible for set up of the room.

I have read the room use policy and agree to confirm thereto.

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Steven Campbell at [stevencampbell@northkclibrary.org](mailto:stevencampbell@northkclibrary.org) or call during regular Library hours, 816 221-3360, for assistance.

## Meeting Room Use Policy Handout

**Groups wishing to use the Library's meeting room must read and agree to abide by the following guidelines:**

1. The room must be reserved in advance--preferably a minimum of one week.
2. Times must be listed for arrival and departure.
3. Groups using the room must observe regular Library operating hours.
4. A room use request must be completed before the reservation is confirmed.
5. Groups using the room are responsible for conducting their own programs or meetings. Groups must provide supplies; i.e. photocopies, flip chart paper, paper supplies, kitchen supplies, etc. The Library has a self-service photocopier for \$.10 per copy. There is no Library assistance for clerical tasks and to operate equipment.
6. The room is available to community groups and non-profit groups for informational, educational, civic and cultural activities and to for-profit groups at the approved rates.
7. Approval of room use is granted for a single meeting or a series of meetings not to exceed six consecutive sessions annually. The room is not intended for regular meeting places for any group or organization on a continuing schedule.
8. Events scheduled in the room must be open to the public with the exception of educational or training sessions, workshops or planning sessions.
9. Groups may not charge admission.
10. Simple refreshments may be serviced provided the room is left in good condition. Users must provide their own utensils and supplies.
11. Items cannot be attached to walls.
12. There is no smoking in the Library. No alcoholic beverages shall be served.
13. The Library will not provide childcare. Children under the age of 8 cannot be left unattended in the Library.
14. Minors may not be in the meeting room without adult supervision.
15. Noise must be kept down to a level which will not interfere with normal Library operations. People using the meeting room must participate in building fire and emergency drills.
16. Cell phone use is not permitted inside the Library. Calls must be taken and made outside. Library staff will not accept or deliver messages unless it's an emergency.
17. "No-shows" forfeit future use of the room as determined by the Library Administration.
18. Meeting room users must abide by the Library's Code of Conduct.

I have read and agree to abide by the above rules.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Revised and Adopted: \_\_\_\_\_ Library Board of Trustees