

**ALLIANCE LEARNING CENTER/LIBRARY  
COMMUNITY ROOM**

**LIBRARY HOURS:**

*JUNE-AUG:* M, Tu & Th - 8 am - 6 pm,  
W - 8 am - 8 pm, Fri & Sat - 10 am - 5 pm  
*SEP-MAY:* M thru Th - 8 am - 8 pm,  
F & Sat - 10 am - 5 pm, Sun - 2 pm - 5 pm

**APPLICATION FOR BUSINESSES**

Library Director-approved businesses may use the community rooms. Donations for use of the room are appreciated. Return the completed application to the Alliance Public Library Director for approval during regular library business hours or fax to 308-762-4148. Reservations are not definite until a signed application is received and a deposit made for use outside regular library hours. Selling products or services, or soliciting donations, is not permitted, except as part of a library-sponsored program.

BUSINESS NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: W \_\_\_\_\_ H \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ # ATTENDING \_\_\_\_\_

HOURS REQUESTED (Include set-up/cleanup time): \_\_\_\_\_

EQUIPMENT REQUESTED (*Equipment limited; requests must be made at least 12 hours in advance and are granted on a first come, first served basis*):

- Podium (Standing)     Slide Projector     Overhead Projector     Opaque Projector
- Phone Hookup (Internet access available only in Room A via local call or 800 number to your provider)     TV/VCR (w/Cable hookup)
- Speaker System (Available only for large groups using Rooms A, B and C)     Coffeemaker
- Kitchenette (Available only in Room A, or for large groups using Rooms A, B and C)

ROOM ASSIGNED: \_\_\_\_\_ Room A    \_\_\_\_\_ Room B    \_\_\_\_\_ Room C

KEY TO BE PICKED UP BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Telephone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_

*A fee of \$45.00 will be charged for keys not returned.*

*I understand that, per the Library's Policies, the meeting rooms are "available for public gatherings of a civic, cultural, or educational purpose, but not for social gatherings, dramatic products requiring stage equipment, or commercial purposes. Selling products or services, or soliciting donations, is not permitted." The requirements for using this facility as outlined on the reverse of this application have been read and initialed.*

RESERVATION MADE BY \_\_\_\_\_

KEY PICKED UP BY \_\_\_\_\_

\*\*\*\*\* TO BE COMPLETED BY STAFF \*\*\*\*\*

APPROVED BY DIRECTOR \_\_\_\_\_ Date \_\_\_\_\_

RESERVATION TAKEN BY \_\_\_\_\_ KEY BAG # \_\_\_\_\_ GIVEN OUT BY \_\_\_\_\_

DEPOSIT: \$10 Check # \_\_\_\_\_ on \_\_\_/\_\_\_/200\_\_ REFUNDED on \_\_\_/\_\_\_/200\_\_

*This facility is supported by taxes paid to the City of Alliance.  
We would welcome hearing from groups who have enjoyed its use.*

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COMMUNITY ROOM APPLICATION**

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Please read and initial the following requirements for using the ALC/L Community Room(s):

- \_\_\_\_\_ 1. Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objectives by the library. No group may imply in its publicity that the library has sponsored or supported its meeting or group unless prior written permission is given by the Library Director.
- \_\_\_\_\_ 2. Neither the library nor its staff assume responsibility for any property of groups using the meeting rooms. Property left in the meeting room is done so at the owner's risk.
- \_\_\_\_\_ 3. Selling products or services, or soliciting donations, is not permitted, except as part of a library-sponsored program.
- \_\_\_\_\_ 4. The building is tobacco free, alcohol free and drug free.
- \_\_\_\_\_ 5. Hazardous materials, including, but not limited to paints, solvents, and explosives are prohibited. No open flames are allowed in the building.
- \_\_\_\_\_ 6. Youth groups must have an adult sponsor, and one adult for every ten young people must be in attendance in the meeting room at all times.
- \_\_\_\_\_ 7. Equipment requests must be made at least 12 hours prior to your meeting during regular library hours. Requests are granted on a first come, first served basis.
- \_\_\_\_\_ 8. A \$25.00 deposit, by check, is required for meetings held before or after regular library hours. The deposit will be refunded when the keys are returned to the library if the rooms are in orderly condition, lights turned out, and the building locked as instructed. Vacate and lock the building by 11:30 P.M.
- \_\_\_\_\_ 9. Responsibility for damage to the meeting rooms, kitchenette area, and their contents rest with the group using the room. No tacks, nails, tape, glue or any other substance which could mar the wall finish may be used on the walls.
- \_\_\_\_\_ 10. The sliding divider panels in the meeting room can be moved ONLY by library personnel.
- \_\_\_\_\_ 11. Meeting room supplies such as paper products, pens, pencils or markers must be furnished by the user. Use ONLY dry erase markers on the wall-mounted white boards, a supply of which are available for purchase in the library.
- \_\_\_\_\_ 12. Reservations for the kitchenette located in Room A are made on a first come, first served basis.
- \_\_\_\_\_ 13. Light refreshments or catered meals may be served. It is preferred that catered meals be served in Meeting Room A. Odorous foods must be avoided.
- \_\_\_\_\_ 14. Groups must furnish their refreshment supplies such as cups, plates, trays, containers, paper goods, coffee, filters, tea, sugar, cream, etc.
- \_\_\_\_\_ 15. Refreshments may not be taken from the meeting rooms to other areas of the building.
- \_\_\_\_\_ 16. All unused food must be removed from the building immediately after the meeting.
- \_\_\_\_\_ 17. Setting up of tables and chairs is the responsibility of the user. Wipe tables down and return tables and chairs to their original positions as indicated on Clean-Up Checklist, unless instructed otherwise, and reload extra tables and chairs on to the storage carts from which they were taken.
- \_\_\_\_\_ 18. Vacuum rooms and return vacuum to the designated storage area.
- \_\_\_\_\_ 19. Return completed Clean-Up Checklist with the keys immediately. Any clean-up by library maintenance staff will incur a \$15.00 fee.
- \_\_\_\_\_ 20. The library reserves the right to deny continued meeting room access to users in the case of inappropriate usage or inappropriate user behavior.