

Sponsor's Age Verified \_\_\_\_\_

Staff Initials \_\_\_\_\_

# REQUEST FOR USE OF LIBRARY AND FINE ARTS CENTER FACILITY

## All Activities Must Be Open To The Public

Library / Fine Arts Center: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Date Room Needed: \_\_\_\_\_ Hours Needed: \_\_\_\_\_

January 2012	February 2012	March 2012	April 2012	May 2012	June 2012
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 2012	August 2012	September 2012	October 2012	November 2012	December 2012
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

For recurring events, circle all dates being requested on the calendars below:

Actual Start Time of Meeting / Event: \_\_\_\_\_  AM  PM

Please reserve equipment you will need at the time you reserve the room.

Equipment to be reserved: \_\_\_\_\_

Type of Activity (be specific): \_\_\_\_\_

Approximate Number Participating: \_\_\_\_\_ Number of Adults Supervising (school-age activities): \_\_\_\_\_

Refreshments Served?:  Yes  No

The (name of organization or group) \_\_\_\_\_

agrees and understands that the Sweetwater County Library System in no way assumes any liability for the above listed function. The Sponsor also understands and agrees to adhere to all responsibilities as specified in the Sweetwater County Library System Meeting Room Policy. (See other side.)

Sponsor's Name (please print): \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

### ROOM RESERVATIONS MAY BE CANCELED TO ACCOMMODATE LIBRARY SYSTEM PROGRAMS.

This request has been:  Granted  Refused By: \_\_\_\_\_

Sweetwater County Library  
300 North 1<sup>st</sup> East  
Green River, WY 82935  
Ph: 307-875-3615  
Fax: 307-872-3203

Rock Springs Library  
400 C Street  
Rock Springs, WY 82901  
Ph: 307-352-6667  
Fax: 307-352-6657

Community Fine Arts Center  
400 C Street  
Rock Springs, WY 82901  
Ph: 307-352-6212  
Fax: 307-352-6657

White Mountain Library  
2935 Sweetwater Drive  
Rock Springs, WY 82901  
Ph: 307-362-2665  
Fax: 307-352-6655

# SWEETWATER COUNTY LIBRARY SYSTEM

## MEETING ROOM POLICY

### POLICY

- A service of the Sweetwater County Library System is to provide meeting rooms for public, not-for-profit, non-commercial use.
- All activities must be open to the public. Products or services cannot be sold or advertised, nor are fund-raising activities allowed.
- **Room reservations may be canceled to accommodate Library System programs.**
- Facilities may not be used for private parties.
- Groups may not use the facilities for purposes of religious worship, meetings, or instruction.
- Groups must avoid advertising and publicity which imply that their programs are sponsored or approved by the library.
- The Library Director has the authority to deny the use of meeting rooms to any group or individual that is disorderly, promotes treason, or violates these regulations.
- The Board of Directors of the Sweetwater County Library System reserves the right to revise this policy or waive any of the above regulations.
- The Library System will make meeting rooms available to other government entities for the conduct of official business. This can include public meetings, executive sessions, and personnel hearings.

### GUIDELINES

1. If your meeting starts at a time when the library is not open, you will need to pick up a key up to two (2) business days prior to ensure access to the building. A valid library card is required to obtain a key. Keys check out for three (3) days and may be returned in the slot by the front door.
2. Reservations for use of a meeting room should only be made by a responsible member of the group. (School age groups must be supervised by an adult.)
3. Rooms will be available during normal library hours; however, special arrangements may be made depending on approval by library personnel.
4. Groups are responsible for arranging the rooms for their meetings and rearranging and clean-up afterwards. Users will be responsible for any damage to the room or equipment. A group representative must sign a statement accepting responsibility and compliance with this policy.
5. Minor refreshments are allowed with consent of library personnel.  
**Alcoholic beverages are not allowed** except with the permission of the library board.  
**NO SMOKING** is permitted in any part of the library.
6. The Library System is not responsible for equipment or other articles left in the meeting rooms.

### ROOM SIZES

In compliance with the Fire Marshall group size must be limited.

Sweetwater County Library, Green River (875-3615)

Multi-purpose Room: 85 people

Rock Springs Library (352-6667)

Frae Hay Room: 15 people (available during regular library hours only)

Johnson Room: 24/38 people

Ferrero Room: 85 people

White Mountain Library, Rock Springs (362-2665)

Grace Gasson Meeting Room: 180 people

Divides into two rooms:

Large Meeting Room: 136 people

Small Meeting Room: 41 people

Reliance Branch Library (352-6670) 40 people

Superior Branch Library (352-6671) 40 people