

**Havana Public Library District Meeting Room Policy and Application**  
**April 2023**

The Havana Public Library District has two meeting rooms—a side small room with possible seating for 15 and a larger room with possible seating for 30 people. The primary purpose of this meeting room is the support of library functions, meetings, and programs. The meeting room cannot be used for programs not suitable for the facilities of the library.

Organizations not affiliated with the Havana Public Library District may use the meeting room only when all of the following conditions are met:

- The meeting takes place during regular library hours. If the library closes at 6:00, meetings must be cleaned and empty by 5:45. Early morning meetings cannot begin before 10:00. Meeting room renters must come into the main library building to obtain entrance to the meeting rooms. Meeting rooms will not be left unlocked or unattended. Meeting room renters must report back to the main library to redeem their deposit.
- The meeting cannot disrupt the ability of the library to conduct its business in a normal and orderly manner.
- The meeting is open to the public. No admission fees may be charged.
- A refundable meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization found it at the beginning of the meeting.
- The deposit rates are as follows: \$20 for reservations made by a resident of the library district, \$50 for all other applicants
- The deposit will be returned only after a thorough inspection of the meeting space is made by library staff. A checklist is provided at the end of this document.
- The organization assumes all responsibility for set-up, clean-up and damages.
- Renters are subject to all Havana Public Library District policies. Library Staff will interrupt and/or terminate the meeting if rules are not being followed. Renters who violate the rules may be blocked from future rental of the meeting space.

Name of Organization or Applicant:

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Address:

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Phone Number:

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Purpose:

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Topic:

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Date Requested:

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Do you plan to distribute literature?            Yes    No

Additional Information:

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It is hereby understood and agreed, if this application is granted, the undersigned will assume all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury to persons, and any damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Library Trustees. The organization agrees to indemnify the Havana Public Library District and hold the same harmless against all claims, demands, damages, costs and expenses including reasonable attorneys' fees for the defense of such claims, arising out of the organization's use of the meeting room.

Officer/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please address this application to:

Director  
Havana Public Library District  
201 West Adams Street  
Havana, IL 62644

Havana Public Library Director's Signature: \_\_\_\_\_

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

**\*\*APPLICATION IS NOT VALID AND RESERVATIONS WILL NOT BE HONORED IF THE DIRECTOR DOES NOT REVIEW AND SIGN THIS DOCUMENT\*\***

Cleaning Checklist: Renter's Deposit will not be returned unless ALL items are completed.

- ✓ Surfaces are free of dirt and debris
- ✓ Floors are free of dirt and debris
- ✓ Restroom sink is turned off and clear of debris
- ✓ Restroom toilet is free of clogs or other refuse
- ✓ Restroom floor is clean and clear of debris
- ✓ All garbage is stored within provided cans
- ✓ Kitchenette is clean and all appliances are off
- ✓ Lights are off
- ✓ Doors are closed and locked

Deposit Refunded:    YES    NO

Meeting Room Renter signature: \_\_\_\_\_

Havana Public Library Staff Member signature: \_\_\_\_\_