



# Davenport Public Library Meeting Room Agreement

Primary use of the meeting rooms is for Library activities and meetings. When rooms are not in use for Library purposes, they are available to any non-profit organization. Filling out the agreement does not guarantee approval of meeting dates and times. Please call 563-326-7832 to check availability. To view the Board approved Meeting Room Policy, visit [www.davenportlibrary.com](http://www.davenportlibrary.com).

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: h/w/c/fax) \_\_\_\_\_ Phone: h/w/c/fax) \_\_\_\_\_

Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

## Where would you like to schedule your meeting?

### Main Street Library Film Room

Accommodates up to 100 people, theatre-style

Check which Library resources you will need at the Main Street Library for your meeting:

- Kitchen (microwave, refrigerator, sink)
- Podium
- Projection Screen

### Fairmount Street Library Charles W. Brooke Room

Accommodates up to 40, theatre-style

### Fairmount Street Library SCRA Room

Accommodates up to 80, theatre-style

### Fairmount Street Library Combined Rooms

Accommodates up to 120, theatre-style

Check which Library resources you will need at the Fairmount Street Library for your meeting:

- Kitchen (microwave, refrigerator, sink)
- Podium
- Microphone
- DVD/VCR Player

## Meeting Room Hours - Must exit room by ending time.

Main Street Library:

Monday & Thursday	12:00 - 7:45 p.m.
Tues, Weds, Fri, Sat	9:30 a.m. - 5:15 p.m.
Sunday	Not Available

Fairmount Street Library:

Tuesday & Wednesday	12:00 - 8:45 p.m.
Mon, Thu, Fri, Sat	9:30 a.m. - 5:15 p.m.
Sunday	Not Available

## When would you like to schedule your meeting?

\* The reservation time block listed below will be held no more than 15 minutes past the listed start time.

Meeting Date(s):	Hours:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Room setup - Number of chairs/tables & arrangement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* User is responsible for knowing how to use the equipment requested.**

# Davenport Public Library's Guidelines for Using the Meeting Rooms

- ◆ Meetings shall not be limited to the membership of the organization making application, but shall be open to all interested persons.
- ◆ Meeting rooms can be booked up to twice a month by the same organization.
- ◆ No one shall be charged an admission fee to attend the meeting. Merchandise or services may not be sold when using the room.
- ◆ Adequate supervision must be provided. Someone at least 18 years old must be present at all times.
- ◆ Must provide special accommodations for handicapped individuals upon request.
- ◆ State Law prohibits smoking in public buildings.
- ◆ Kitchen facilities must be left clean and ready for the next user.
- ◆ The room(s) will be left in an orderly condition.
- ◆ There will be a charge for the replacement of any items missing or damaged.
- ◆ The Library will be given 24 hours notice of any meeting cancellation.
- ◆ Misrepresentation of the application data or failure to abide by the rules established will be cause for denial of further use of the meeting room.
- ◆ Please note: The wall barrier between the Brooke & SCRA Rooms is not soundproof. Please be respectful of other groups using the meeting room area.

**I have read and agree to all items contained in this agreement.**

**Initials of applicant:** \_\_\_\_\_

Return signed application to:

Business Office  
Davenport Public Library  
321 Main Street  
Davenport, IA 52801  
FAX: 563-326-7809

Fairmount Street Library  
3000 N. Fairmount Street  
Davenport, IA 52804  
FAX: 563-326-7806

**STAFF USE ONLY:**

Input in Outlook \_\_\_\_\_  
Initials/Date

Patron will come in to sign agreement

Faxed agreement to patron \_\_\_\_\_  
Initials/Date

Mailed COPY of agreement to patron \_\_\_\_\_  
Initials/Date

Other \_\_\_\_\_

**Meeting rooms can be booked *up to* three months ahead of the meeting date. The following chart gives date ranges to help simplify the process. For example, if someone wants to book a meeting room on June 20, you can see that the earliest they can book it is April 1st.**

<b>1/1 - 3/30</b>	<b>5/1 - 7/31</b>	<b>9/1 - 11/30</b>
<b>2/1 - 4/30</b>	<b>6/1 - 8/31</b>	<b>10/1 - 12/31</b>
<b>3/1 - 5/31</b>	<b>7/1 - 9/30</b>	<b>11/1 - 1/31</b>
<b>4/1 - 6/30</b>	<b>8/1 - 10/31</b>	<b>12/1 - 2/28</b>