



Meeting Room Application

Name of Organization: _____

Person applying for room use: _____

Address: _____ / _____ / _____ / _____
Street or PO Box city state zipcode

Contact phone number: _____ Contact email: _____

Type of Organization: check one

- Cultural Fraternal Educational Hobby
- Historical Horticultural Altruistic Professional
- Other: List Type _____

This organization is applying for permission to use the meeting room at: (check one)

- Main Branch-1800 Stubbs Ave. Monroe
- Louise Williams Branch-140 Bayou Oaks Dr. Monroe Ouachita Valley Branch - 601 McMillan Rd. W. Monroe
- Carver Branch-2941 Renwick St. Monroe West Monroe Branch - 315 Cypress St. W. Monroe
- Sterlington Memorial Branch- 305 Keystone Dr., Monroe West Ouachita Branch -188 Hwy 546, W. Monroe
- Ollie Burns Branch-5601 Hwy 165 S., Monroe Searcy Memorial-5775 Jonesboro Rd, W. Monroe
- Anna Meyer Branch-1808 Hwy 165 South, Monroe

Meeting date requested: _____ Time: _____ Approx. number of attendees: _____

NOTE: No group may use a meeting room more than once per month at any branch.

Check one of the following options:

Room only: \$15.00 _____ Room w/ kitchen use \$45.00 _____ Room w/AV equipment \$20.00 _____
(use of screen is considered use of av equip)

Room w/kitchen use and AV equipment \$50.00 _____

If granted permission to use the meeting room, we will abide by the provision of the policy adopted by the Library Board of control, of which we were given a copy upon filling out this permission form.

The applicant herein assumes personal responsibility for payment of damages, which may be caused to the Library Facilities as a result of this meeting.

All fees are to be paid in advance. Rental of the room is for the room itself and not for the services of the Library or the staff beyond normal library operations. [Please refer to the list of Frequently Asked Questions attached to this form.](#)

OFFICE USE ONLY

____ Approved ____ Disapproved: Reason _____

Library Director's Signature _____ Date _____



www.oplib.org 1800 Stubbs Ave. Monroe, La 71201 318-327-1490 fax 318-329-4057

Charges for Library Meeting Rooms

Use of Meeting Room Only -----\$15.00

Room with Audio Visual Equipment*-----\$20.00

Room with Kitchen -----\$45.00

Room with AV Equipment & Kitchen-----\$50.00

*Groups wishing to use AV equipment are advised to come to the Library prior to the reservation date to make sure the programs they wish to use are compatible with the Library equipment and systems. Library staff are not available on the reserved date to operate the AV equipment beyond unlocking the AV cabinets for use.

The Board Room upstairs at Main can be reserved for the room only. No AV equipment or food can be used in the Board Room.

Policy in Regards to Use of the Meeting Rooms of the Ouachita Parish Public Library

The Ouachita Parish Public Library has meeting rooms at each of its ten branches. These rooms are dedicated first to Library sponsored programs. If the Library is not using the meeting rooms, they may be booked by organizations in the following classifications:

Organizations of a cultural, educational, historical, altruistic, religious, fraternal, professional, horticultural, hobby or similar nature, are subject to approval of the library director. In order to use the meeting rooms, application must be made in advance of the meeting date. An application form may be obtained at any branch of the Library or from the Administration office at the Main Branch. The application is then submitted to the Director for approval. The approval process may take up to 24 hours.

Meeting rooms are made available to all. No single group may dominate any room, as meeting rooms are not intended to be permanent or long-term commitments, as this restricts the access of other organizations. Therefore a group may book only one meeting room per month at any branch of the library and may only book for four (4) months in advance. Additionally, should another group wish to use the room on a one-time basis, the group that has reserved the room continually may be pre-empted with one (1) month's notice. Groups using the meeting rooms must seek prior approval of any publicity materials through the Director's office and should not imply Library sponsorship of the organization and/or its meeting.

Adults only may book the meeting room. If teen-agers or children are to be present, an adult must be responsible, in charge and present during the entire meeting.

The meeting rooms may not be used for commercial purposes where merchandise is sold, contracts for monetary gain are signed, fees charged or collected or other money in any form is exchanged. The meeting rooms are for instruction and education use.

Meetings held may not be allowed or disallowed solely based on race, creed or national origin if the meeting falls into the category of approved type of organizations.

People using the meeting rooms are reminded the first function of the Library is to provide a quiet atmosphere conducive to study and research for its patrons.

Meetings of a disorderly or noisy nature will not be allowed.

Organizations renting the rooms must not give the impression in their publicity or signage that the Library is sponsoring the meeting. If this occurs, a warning from the Library Board of Control will be given. A second offense is grounds for refusal to rent the room to the organization.

The Ouachita Parish Public Library is not responsible for the opinions and/or beliefs of organizations using the meeting rooms. Allowing organizations to use the meeting rooms in no way entails the library's sponsorship of the organization or meeting.

Frequently Asked Questions

Will the Library set up the room (i.e. tables and chairs) for my meeting?

No. The library is not responsible for setting up the meeting room.

Can I come in early to set up the room and/or figure out the AV equipment?

You may come in to set up the room and/or the AV equipment at the time you have booked the room. If you need additional time for set up, please include this time when scheduling the room.

Can I come in before the library is open to set up the room?

No. The meeting room is only available during library hours. This means that the meeting room will not be open to you before the library's posted operating hours. It also means the meeting room must be cleared and cleaned by your group before the library closes.

What if my meeting runs long?

The meeting rooms are often booked back to back. Therefore, your group must have the room cleared and cleaned by the end of your scheduled time. If you suspect that your meeting may run long or that clean-up may take additional time, please include this time when scheduling the room.

When do I need to pay to use the room?

You can pay at any time before the use of the room. Library staff, however, will not open the meeting room doors until payment has been made.

Who should I pay for the use of the room?

Payment is to be made at the circulation desk.

Will library staff be available to help with AV equipment?

We cannot guarantee that library staff will be available to help with AV problems at the time of your meeting. If you wish to use AV equipment, we advise you to come to the Library prior to the reservation date to make sure that your programs are compatible with the Library equipment and systems.