

Raleigh County Public Library

Raleigh County Public Library

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Main

221 N. Kanawha Street
Beckley, WV 25801

Phone: 304-255-0511
Fax: 304-255-9161

Shady Spring Branch
440 Flat Top
Shady Spring, WV 25918

Phone: 304-763-2681
Fax: 304-763-3940

Marsh Fork Branch
P.O. Box 70
Naoma, WV 25140

Phone: 304-854-2677
Fax: 304-854-2666

Sophia Branch
P.O. Box 1309
Sophia, WV 25921

Phone: 304-683-5990
Fax: 304-683-3124

Dear Library Users:

The Raleigh County Public Library is in the process of setting the meeting rooms for year 2011. A copy of the meeting room policy is enclosed, along with an application form. Please return your application as soon as possible, to reserve your dates. If dates are not available, I will contact you for changes.

Please read the enclosed meeting room policy. **Your organization must be non-profit and non-sectarian and be able to provide documentation of their nonprofit status.** You cannot have parties or social events in the meeting rooms. **The library does not supply parking for groups using the meeting rooms. You can use the city parking lot below the library. We do not supply or give access to drinks or snacks.**

The library does not supply copy machines, computers or any other equipment not listed on the application. If you need internet access, we now have wireless available for our meeting rooms. You will need to contact the Administration Office before 4:00 pm for the password

We do require that you put **EACH INDIVIDUAL DATE** and time on the application. You may list dates throughout the year on the back. Please remember that each organization can use the meeting rooms only one time per month.

You will note, in the policy, that library functions take precedence over any other meetings. If a conflict should arise, you will be notified in advance so that you may make other arrangements. The library is proud of its meeting rooms and happy to make them available to community groups. However, failure to abide by this policy will result in termination of rights to use the meeting rooms.

If you need to cancel your meeting, **please notify us immediately. The rooms are in high demand.** Repeat no-shows will not be tolerated.

If you have any questions, please feel free to contact me at: 304-255-0511 Ext. 101

Sincerely,

Michelle McGuire, Administration Assistant

Meeting Room Policy

Meeting rooms at the Raleigh County Public Library are designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, and seminars.

To be eligible to use a meeting room, any group or organization **must be nonprofit and able to provide supporting documentation of their nonprofit status**, or they must be affiliated with a City, County or State agency. Library facilities may not be used for any religious worship, exercise or instruction, or the support of any religious establishment.

There is no charge for meeting room use.

Use of the Library's meeting rooms does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

All activities held in the Library's meeting rooms must be open to everyone.

Commercial uses of meeting rooms are prohibited; this includes solicitations, admission or other charges, money-raising activities, and/or sales with the exception of library-related fundraising activities.

Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, etc.

Noise levels from meeting rooms must not disturb library patrons or staff.

Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

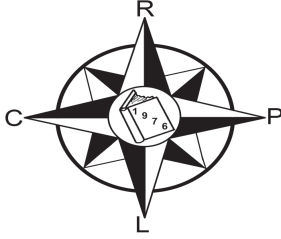
All meeting rooms must be completely vacated thirty minutes prior to the Library's closing time. City, County or Library needs may preempt any other scheduled event.

Children must be supervised by an adult at all times.

Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.

Final decision of the use of the meeting rooms is at the discretion of the Library Director.

Approved by the Board of Trustees March 28, 2011



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APPLICATION FOR USE OF THE MEETING ROOMS

DATE _____

NAME OF ORGANIZATION _____

ADDRESS OF ORGANIZATION _____

TYPE OF ORGANIZATION _____

TELEPHONE NUMBER _____

DATE(S) OF MEETING(S) _____

ANTICIPATED NUMBER ATTENDING _____

NAME OF CONTACT PERSON _____

ROOM RESERVING:

- ADULT LEARNING CENTER – (SEATS 30)
 ASSEMBLY ROOM – (SEATS 75)

TIME OF RESERVATION _____

THE FOLLOWING ARE AVAILABLE FOR USE:

- VIDEO PROJECTION SCREEN TELEVISION/VCR/DVD
 TABLES - # NEEDED _____ LECTERN
 INTERNET ACCESS (1 WEEK NOTICE)

TYPE OF SEATING:

- THEATRE STYLE SEATING TABLES AND CHAIRS

PLEASE READ THE POLICY ENCLOSED FOR LIBRARY RULES
AND PROCEDURES BEFORE SIGNING TO AGREE TO THEM.
THANK YOU.

SIGNATURE