



**MONTGOMERY COUNTY MEMORIAL LIBRARY SYSTEM  
APPLICATION AND PERMIT FOR USE OF MEETING ROOM**

Return completed application to: **Central Library**  
104 I-45 North, Conroe, TX 77301 **FAX (936) 788-8398**

Date of Application—*Must be at least 7 days in advance of requested meeting time:* \_\_\_\_\_

Organization: \_\_\_\_\_ Is this group FOR-PROFIT? **Yes No**

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant (18 years or older) —*Must be in attendance at meeting:* \_\_\_\_\_

Applicant Library Card Number: \_\_\_\_\_

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

Approximate group attendance: Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_

Would you like to authorize Montgomery County Memorial Library System to provide contact information to the public about your organization or scheduled meeting? If so, please provide contact information and sign below:

Printed Name: \_\_\_\_\_ Signature of Contact Person: \_\_\_\_\_

Phone Number/Email Address/Website: \_\_\_\_\_

*Meeting time requested should include time needed for SET-UP and CLEAN-UP.  
Groups may reserve a maximum of 2 meetings per month up to 90 days in advance.*

Requested Date of Meeting: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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**Facility Requests**

**Room Capacity:** Room use is FREE for all not-for-profit MCMLS library cardholders. All for-profit groups and non-cardholders are subject to the following fees: (½ hour increment minimum) *Small \$30/hour, Large \$80/hour*

- Small** (maximum 25 individuals)                       **Large** (maximum 100 individuals)

**A/V Equipment:** A/V Equipment varies by location and may include a *laptop, digital or overhead projector, wireless or corded microphones, TV with VCR/DVD player, cassette or CD player, or slide projector.*  
The following fees apply: *Not-for-profit cardholders: \$10 if requested in advance, \$25 if requested day of meeting*  
*All for-profit groups and non-library cardholders: \$25 if requested in advance, \$50 if requested day of meeting*  
Equipment Requested: \_\_\_\_\_

**Refreshments:** Do you need access to a kitchen (limited supplies available at some locations)? **Yes No**  
Food and beverages (excluding alcohol) may be served in library meeting rooms. The Applicant is responsible for arranging the delivery, set-up, and clean-up of refreshments served during scheduled meetings. A CLEANING FEE may be charged if staff intervention is necessary as a result of improper disposal of refreshments.

**Applicant must check in and check out at front desk. Any applicable fees must be paid at time of check-in with exact change—cash or check. Payments are not accepted more than 30 minutes before start of meeting.**

*It is the responsibility of the Organization making this request to confirm the date and time of the scheduled meeting by calling library staff at (936) 788-8377 ext.6243.*

## MEETING ROOM CHECKLIST

Please read the checklist below carefully and initial each item for agreement. The items listed below include some, but not all, of the requirements contained in the Montgomery County Memorial Library System **Meeting Room Policy**. The individual signing and initialing this application is responsible for knowing the rules governing meeting room use and for communicating those rules to the other members of the Organization, if applicable. **Groups who fail to comply with these requirements may be denied future use of the library meeting rooms.**

Initials	Applicant acknowledges and agrees to the following:
	The meeting room Applicant must be in attendance for the duration of the scheduled meeting.
	<p>The meeting room must be left in the same condition in which it was found. The following fees will be assessed if staff intervention is necessary as a result of a scheduled meeting:</p> <p><b>CLEANING FEE: \$50</b> (to be charged when additional cleaning is necessary to return the room to its original condition. Vacuums or other cleaning equipment can be provided to groups who wish to avoid this charge).</p> <p><b>ROOM CONFIGURATION FEE: \$25</b> (to be charged when tables, chairs and other equipment are not properly put away after a meeting).</p> <p><b>LATE FEE:</b> (to be charged when groups exceed scheduled meeting ending time).</p> <p style="padding-left: 40px;"><b>\$25 flat fee</b> (for not-for-profit MCMLS library cardholders)</p> <p style="padding-left: 40px;"><b>\$25 in addition to the hourly rate used</b> (for all for-profit groups and non-cardholders)</p> <p><b>DAMAGE FEE:</b> Damage to the room and/or equipment will be charged a replacement fee based on the cost to repair or replace damaged items.</p> <p><b>The above fees must be paid prior to future use of the meeting rooms by the offending group.</b></p>
	Alcohol use and open flames are prohibited in all meeting rooms and on library property.
	The meeting room facilities may not be used for any commercial purposes, including but not limited to, the sale of goods or services, executing fee-for-service agreements or contracts to perform services elsewhere, accepting membership dues, selling raffle tickets, and collecting fees for tutoring. Fundraising activities conducted by the Friends of the Library group is allowed.
	All meetings taking place in Library meeting rooms must be free and open to anyone in the public. Library staff must have free access to the meeting rooms at all times.
	To give equal opportunity for all organizations to use the meeting rooms, groups may <b>not</b> reserve meeting rooms more than <b>90 days in advance</b> or more often than <b>twice per month</b> .

### USE AGREEMENT:

Montgomery County ("County") has adopted a Meeting Room Policy ("Policy"), and said Policy is incorporated herein by reference and shall be binding upon the Applicant and the Applicant's group as a whole. A copy of the Policy will be provided upon request. Applicant shall be responsible for costs to repair any damage to the County property caused by the Applicant or Applicant's Group. **APPLICANT SHALL INDEMNIFY COUNTY AND HOLD COUNTY HARMLESS FROM AND AGAINST ANY INJURY, CLAIM, PROPERTY DAMAGE OR LOSS SUFFERED BY ANY PARTY AND ANY CLAIM, LEGAL SUIT, LEGAL ACTION, AWARD OR COST, INCLUDING ATTORNEYS FEES, ARISING FROM THE USE OF THE LIBRARY MEETING ROOM BY APPLICANT OR APPLICANT'S GROUP.**

Use of the Library's meeting room does not constitute endorsement by the County or the Library of points of view expressed by the group. No advertisement or announcement implying such endorsement will be permitted. Neither the Library's address nor phone number may be used by any non-Library related group as a contact or information source.

All non-Library meeting room advertisements must include the following disclaimer: **"This event is not sponsored or endorsed by Montgomery County Memorial Library System."**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's printed name: \_\_\_\_\_ Organization/Group: \_\_\_\_\_