



mendocino
county **libraries**
www.mendolibrary.org

Media Room Use

Application for Use of the RVPL Media Room

Name of Non-Profit Organization: _____

Presidents Name: _____ Phone Number: _____

Email Address: _____ Cell Phone Number: _____

Purpose of Function: _____

Name of Individual Filing Application: _____

Title: _____ Phone Number: _____

Date Requested: _____ Time: _____

Expected Attendance: _____ Topic: _____

I have read and agree to the attached Media Room Use form.

Signed: _____ Date: _____

Eligibility

Use of the rooms will be limited to established non-profit organizations. No individual, such as a soloist or an artist, may be granted use of the room. Sponsorship of an individual by a group requires that the group do the planning and take responsibility for the program and the publicity, and for any damage that may occur. Use of the room will not be granted for the regular and continuing business meetings of any group. Use of the meeting rooms by any one group or organization is limited to six times per year unless the librarian grants permission.

There will be no continuing programs or permanently scheduled meetings except library related programs or those sponsored the Friends of the Library, County and City government departments, and professional library associations.

👉 Requests for use of the room may be submitted by telephone on a first come first served basis up to six times annually.

👉 Programs must be open to the public. No admission may be charged, however donations may be

solicited.

- ☞ Programs must be free of charge. No contribution or free-will gifts may be required as a condition for admission to the room.
- ☞ Groups shall be responsible for their own publicity. Their posters may be displayed near the meeting room if space permits and library standards and policies are met.
- ☞ Meetings must be of a non-sectarian nature. However, religion as a subject or as a point of view may be appropriate for the room. Religious services may not be held in the meeting rooms.
- ☞ Library sponsored programs must have a responsible staff member present. When the Library sponsors an evening meeting, a staff member must stay until the end of the meeting.
- ☞ No smoking will be allowed in the meeting rooms, or any place else in the facility.
- ☞ Neither the name nor the address of the library may be used as the official address or headquarters of an organization, other than the Friends organizations.
- ☞ The fact that a group is given permission to meet in the meeting room does not constitute an endorsement by the County, or the Library, or the Friends of the Library, of the policies or beliefs of the group. People in charge of the evening are responsible for locking up after the meetings.
- ☞ Organizations holding meetings assume responsibility for any damage to the room or contents. The organization is responsible for cleaning and picking up all material generated by the group.
- ☞ Library facilities may not be used for either partisan political purposes or for sectarian religious purposes. While political and sectarian religious subjects, or occult, mystical and philosophical information may be presented and discussed, no presentation or discussion may limit the expression of divergent religious views or limit the expression of bi-partisan and non-partisan political opinions.
- ☞ No food or beverages are allowed in the media room.

Availability

- ☞ The media room is available only during regular library hours, except where special arrangements may be made.
- ☞ Meeting rooms are available for library programs and library-affiliated groups; official county boards, committees and agencies and local non-profit groups.

Report problems immediately!



For RVPL hours and contact information, visit our web site at www.RoundValley.org/library