



Mid-Continent Public Library Community Room Agreement Form

Meeting Room Use

Community Rooms are available for use by individuals, organizations, and groups. Library areas, including Community Rooms, may not be used for commercial purposes or personal events (i.e., sale of goods or services, birthday parties, wedding receptions, class reunions). All uses of the Community Rooms are expected to comply with the guidelines outlined in the MCPL Conduct Policy. Permission to use a Library meeting room does not constitute or imply MCPL endorsement of the aims, policies or activities of any individual, group, or organization, or the views expressed in the meeting. Customers may request a copy of MCPL Board Policy from branch staff.

Community Rooms may not, in advance, be excessively booked. The Library shall determine what is excessive based on time and day of request and intervals between meetings.

MCPL Conduct Policy

In order to provide an atmosphere conducive to the appropriate use of Mid-Continent Public Library (MCPL) services and facilities, customers are required to comply with this policy while on MCPL property. MCPL property includes all buildings, entryways, sidewalks, parking lots, and surrounding grounds, unless otherwise noted. Children under the age of six must be supervised by someone 14 or older. All customers must follow the MCPL Conduct Policy and Acceptable Use of Electronic Resources Policy (both of which are available upon request). Of note:

- Any behavior that is disruptive to MCPL customers or staff is prohibited.
- Selling and soliciting for services, money, or items is prohibited.
- MCPL must approve any advertisement and/or third-party flyer for distribution.
- Any damage to MCPL property or excess cleaning required after room use will be billed to customer.
- No smoking, tobacco use, or electronic cigarettes use in MCPL buildings or within 25 feet of entryways, operational windows, or air intakes. Woodneath Library Center operates a tobacco-free campus.
- Any food must be store bought, pre-packaged or catered and be MCPL-approved. Depending on location, vendor name(s) are available upon request. Vendors located at branches with community rooms have right of first refusal at that location.

Room Reservation Cost

Payment for reservation fees must be made with either cash or credit card and must be received before the meeting start time.

<u>Tier Limit</u>	<u>Room Setup Fee</u>	<u>Hourly Room Cost per Room</u>
Tier 1 (1 – 16 people)	\$10	\$10 per hour after 2 hours
Tier 2 (17 – 40 people)	\$15	\$10 per hour
Tier 3 (40+ people)	\$25	\$10 per hour
Food use: \$10 flat fee	Technology use: \$10 flat fee	

Customer/Organization Name: Andrew Gribble

Phone Number: (816) 652-2333

Total Fee: \$ 25.00

Branch: CR

Date of Use: 06/18/2024

CUSTOMER COPY



