

FOR OFFICE USE ONLY

Date Request Form Received:

Date Request Confirmed:

2021 Meeting Room Reservation Request & Commitment Form

Please email to events.coordinator@memphistn.gov

City of Memphis Divisions, Departments, & Agencies **ONLY**

LIBRARY LOCATION: **BENJAMIN L. HOOKS CENTRAL LIBRARY**

Date(s) requested: _____

Time(s): From _____ to _____ (Space available during library operating hours **only**. The hours are: Monday – Thursday, 10:00 AM – 8:00 PM, Friday – Saturday, 10:00 AM – 6:00 PM, and Sunday, 1:00 PM – 5:00 PM.

Events Coordinator will assign the room(s). Event Coordinator hours are: Monday-Friday, 9:00 AM – 5:00 PM at 901-415-2824.

Organization/Group Name: _____

Non-Profit/Tax Exempt: (Check one) No _____ Yes – 501(c) (3) – attached _____

Contact Person: _____ Title: _____

Mailing Address: _____

City: _____ State _____ Zip code: _____

Phone: (Day) _____ (Home) _____ (Cell) _____

(Fax): _____ Email: _____

Please provide a detailed description of the purpose of your meeting/program.

The following activities **are not allowed** in library meeting spaces: **Sales of any kind; product or service endorsement; religious services/proselytizing; charging for attendance or materials; recruitment; fund-raising; parties or family events; political meetings (unless all candidates are invited; the library will need a copy of documents showing all candidates have been invited and the document must be received before distributed to candidates); rallies; or press conferences. Music and alcoholic beverages are not allowed.** This is not a full, comprehensive list.

There are no special set-ups for Sunday meetings.

Number of people expected? _____

Meeting Room Set-Up: (Check one)

Theater-style _____	Conference _____	Square _____	Classroom _____	U-Shape _____
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Other: (Describe or provide diagram)

Additional tables needed?
_____ Head table(s) with # _____ chair(s)
_____ Table(s) near door with # _____ chair(s)
_____ Table(s) in the back of the room with # _____ chair(s)
_____ Table(s) in hall with # _____ chair(s)

MEETING ROOM AND SPECIAL SERVICES FEES

1. Please complete the requested information below. Review the terms and conditions for use and sign the Commitment Form.
2. To avoid reservation cancellation, completed and signed documents must be returned at least fourteen (14) days prior to your scheduled event to:

**Memphis Public Libraries
Events Coordinator
3030 Poplar Avenue
Memphis, TN 38111**

Email information can be found on page 1 of this document.

I also understand that I will receive an E-mail confirmation for any and all scheduled meetings. This document will be relied upon in the event there is any sort of discrepancy.

3. The Library may assess a janitorial fee if rooms are not left as originally provided.
4. Meeting rooms are provided **free of charge for non-profit organizations, only.**
5. All other organizations should make checks payable to: **Memphis Library Foundation.** Payment may also be made in cash, or by Visa or MasterCard.
6. Special Services fees apply to all groups, for-profit and non-profit.
7. The Library **does not** provide technical assistance. If there is a problem with AV equipment after 5 pm, ask Security Office staff to contact Maintenance Staff or In-charge person to contact maintenance staff.

<u>Meeting Rooms</u>	<u>Capacity</u> <u>(Theater-style)</u>	<u>Capacity</u> <u>(Classroom, U-shape or Square)</u>
Room A	65	35
Room C	100	50
Full Conference Center (A,B,C)	300	150
Goodwyn Gallery Area		
Special Services (Not available on Sundays)		<u>Check here if service is</u> <u>needed</u>
VHS/DVD Projector		_____
PowerPoint Projector		_____
Kitchen		_____
Janitorial		_____

Will food and/or beverages be served? _____

The following policy and procedures have been developed for the information of caterers, their staff and clients.

- A. Due to limited space and equipment, food to be served during the meeting must be prepared off-site, and all service supplies (dishes, cutlery, linens, tables, etc.) must be brought in and removed by caterers to be cleaned off-site.
- B. Caterers will use the entrance on the south side of the Central Library building.
- C. Caterers are responsible for unloading, setting up, and relocating all their goods and supplies using their own hand trucks and dollies.
- D. Caterers are responsible for maintaining cleanliness in the kitchen during the meeting. This includes continuous collection of dishes and trash during meetings.

Name of Caterer: _____ Phone: _____

COMMITMENTS

By execution below, the undersigned personally and on behalf of any group/organization/individual (the "Group"), expressly agrees to strictly comply with the following terms and conditions governing use of the requested meeting room and Library premises and further understands and acknowledges that he/she and/or the Group shall be liable to Memphis Public Libraries for any failure to comply with these terms and conditions;

1. The Group shall use and occupy the room only in the manner consistent with the use or activity described on page 1.
2. The Group shall use and occupy the room in a safe, careful and respectful manner, so as not to injure any persons or damage any property in, on or near the room or surrounding Library premises or disrupt other group meetings.
3. The Group shall leave the room as they found it and will be held responsible for any damage incurred by the group or its associates.
4. Immediately upon demand, the Group shall pay the cost of any and all damage to the Library premises, of loss or theft of property done or caused by the Group of any of its officers, agents, employees, guests or invitees.
5. Failure to pay any assessed fees or returned checks will impact future meeting room use.
6. The Group shall not charge attendees for admission, food or any other products, services or materials.

I, the undersigned, further understand and acknowledge that the Library is relying on the representations and commitments contained herein and in accepting this reservation and in the event the undersigned is without the necessary authority to bind the Group to the terms and conditions set forth herein he/she shall be personally liable to the Library for all obligations and duties of the Group specified herein.

Responsible party's signature: _____

Title: _____ Date: _____

Phone number (if different from page 1): _____

Please contact us in advance should your group decide to cancel any reservations. If we do not receive notice of cancellation you will be assessed a fee for the cost of one-hour use of the space, Room A-\$75, Room C-\$100, Rooms A, B, C-\$250.

Thank you!