



**Tuscaloosa Public Library
1801 Jack Warner Parkway
Tuscaloosa, AL 35401-5820**

Library Rotary Room Application

This application must be completed by the President, Chairperson or other responsible official of the organization desiring use of the Library Rotary Room. Please note that any changes in the information on this application should be reported immediately to the Administrative Assistant at (205) 345-5820 or via email rotaryroom@tuscaloosa-library.org.

Name of Organization _____

Name of Contact Person _____

Mailing Address _____
Street City State Zip

Phone Number _____

E-Mail Address _____

You should review Numbers 2 and 3 on the Library Rotary Room Policy to ensure your group meets the criteria for eligibility. You should state the nature of your group and the purpose of your meeting. Please be thorough. _____

I have carefully read and understand the Tuscaloosa Public Library Rotary Room Policy, a copy of which was given to me with this application.

Signature of the Organization Official

I guarantee in the name of the organization, _____, that:

1. my organization will abide by the Library Rotary Room Policy as revised July 29, 2011;
2. I will assume responsibility for any damage to the Library equipment, building or contents thereof resulting from my organization's use of the Library Rotary Room;
3. my organization meets for civic, charitable, cultural, educational or intellectual purposes;
4. my organization will not meet for any unlawful purposes;
5. all meetings will be free and open to the Public;
6. I understand that I am responsible for contacting the Reference Department to schedule and confirm meeting dates and time and that dates and times requested on this application may not be available.
7. I agree to notify the Library in advance if a particular meeting of my organization is cancelled, if there are any changes to the requirements listed on this application, there is a change in contact person information or if instructions to use equipment is required and
8. I understand that my organization is required to leave the Library Rotary Room in a reasonably clean and orderly state after each meeting.

Signature of Responsible Official _____ Date Signed _____



Name of Organization_____

Attendance

The Capacity of the Library Rotary Room is eighty (80) people. Expected attendance:_____

Requested meeting dates/times:_____

PLEASE NOTE: Requested meeting dates/times, if available, cannot be confirmed until a completed signed application has been received. It is necessary for your organization to contact the Reference Department to schedule and confirm meeting dates and times. The dates and times you request may or may not be available. As well, per the Tuscaloosa Public Library Rotary Room Policy, *any Library function will take priority over all non-library functions* that are scheduled, and your organization may be asked in advance to reschedule your reservation in that instance. However, every effort will be made to avoid interrupting the scheduled calendar.

Please choose one of the following:

_____Theater/Classroom Style (Chairs, no tables)

_____Board or Conference Style (Chairs around tables) – Must be under 25 in attendance

If your organization requires any other arrangement, you will be responsible for arranging the room according to your needs and returning the room to its original condition upon leaving.

Refreshments

Will refreshments be served, other than beverages? Yes_____ No_____

There is a \$20.00 fee, payable at the time of the meeting. If refreshments, other than beverages, are served, please make checks payable to the Tuscaloosa Public Library and deliver to the Reference Department on the second floor in front of the stairs on the day of the meeting. Your organization will be responsible for furnishing all food, beverages, dishes, utensils, etc. and for cleaning of the kitchen and public meeting area. Use of the Library coffeemaker is permitted.

Special Equipment

_____Podium/Microphone

_____Screen/Digital Projector

_____Television

_____Laptop

_____VCR Player

_____DVD player

NOTE: If you are using a laptop owned by you or your organization, please note that it may not be compatible with the library's equipment. (Mac equipment is not compatible.)