

<b>Date of Meeting:</b>		<b>Day of the Week:</b>	
<b>Contact Name:</b>		<b>Telephone Number:</b>	
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>Email Address:</b>			
<b>Name of Group / Organization:</b>			
<b>Purpose / Type of Function:</b>			
<b>Arrival Time:</b>		<b>Event Start Time:</b>	
<b>Event End Time:</b>		<b>Departure Time:</b>	

Note: As a "limited public forum," the Library allows "educational and cultural functions only, by persons, groups, and organizations serving the residents of the Batavia Public Library District" (please review statement on the reverse side of this application).

**Meeting Information:**

<b>Anticipated Attendance:</b>	
<b>Number of Chairs Requested: Max 130</b>	
<b>Number of Tables Requested: Max 12</b>	
<b>Do you require kitchen access?</b>	

Full Meeting Rooms		Half of Large Meeting Room	
<b>Founders Room</b> Capacity: 140	<b>Elizabeth L. Hall Conference Room*</b> Capacity: 33	<b>Van Nortwick Room</b> (no Kitchen access) Capacity: 70	<b>Newton Room</b> Capacity: 70

\*Conference Room is available only in Conference Style room setup.

<b>THEATRE</b> 	<b>CLASSROOM</b> 	<b>U-SHAPE</b> 	<b>HOLLOW SQUARE</b> 	<b>CONFERENCE</b> 	<b>BANQUET</b> 
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<b>LCD Projector, Screen, AV Cart, HDMI, Lectern</b>	<b>Speaker System / Microphone</b>	<b>Television / DVD Player</b>	<b>Easel / Dry Erase Board</b>
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**Notes:**

**Additional Regulations:**

There are no permanent, standing reservations for meeting rooms. Reservations are accepted up to six (6) calendar months in advance, and are processed on a first come, first served basis. Each group is limited to one (1) function per calendar month. All events must end 15 minutes prior to library closing time. If you have questions regarding the use of the meeting rooms, please call (630) 879-1393 x 850; or fax to (630) 879-9118; or email to MeetingRooms@BataviaPublicLibrary.org.

**Flyleaf Bakery Café** has the exclusive right to sell, cater, and serve food and beverage items to groups using the Library's meeting rooms. The café, which is conveniently located inside the Library, is available to cater your meeting. Please call (331) 302-3480 for more information on catering services.

**ACKNOWLEDGMENT AND CERTIFICATION**

I hereby certify that the information provided on this application form is complete and accurate. I understand and acknowledge that I am the official representative of and contact person for my group, and that I am accepting financial responsibility for any damage to property and/or equipment that may result from my group's use, the consequences of which may include fines and/or loss of privileges.

Full Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>APPROVED:</b>	YES	NO	DATE:
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## Statement of Philosophy, Scope, and Purpose for the Policy on Meeting Rooms

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1. In part, the “mission of the Batavia Public Library is to ... create a welcoming place to gather, exchange ideas, and participate in cultural events.”<sup>1</sup>
2. Pursuant to this mission, the Batavia Public Library uses its meeting rooms to support library functions and provide library programs, services, and events.
3. When not in use by the Batavia Public Library, the Library welcomes the public use of its meeting rooms for educational and cultural functions only, by persons, groups, and organizations serving the residents of the Batavia Public Library District.
4. All such public use of its meeting room for educational and cultural functions shall be open to the general public.
5. By allowing the public use of its meeting rooms for educational and cultural functions only, the Library has created a “limited public forum.” As a “limited public forum,” the Library may not prohibit the use of its meeting rooms based on the educational or cultural content of the function.
6. As a “limited public forum,” meeting rooms are not available for “private social functions,” examples of which include (but are not limited to) parties (such as for birthdays, anniversaries, and holidays), wedding events (such as showers, rehearsal dinners, weddings, and receptions), and reunions (such as family or school reunions).
7. As a “limited public forum,” meeting rooms are not available for “private business functions,” examples of which include (but are not limited to) retreats, seminars and continuing education classes (such as those for employees, boards of directors, or members of a profession), board meetings, job interviews, and employment tests, whether (for example) by individual persons, community clubs and organizations, businesses, or not-for-profit organizations.
8. It is the policy of the Board of Library Trustees of the Batavia Public Library District to support the tenets of the “Library Bill of Rights” and its official interpretations. To that end, the following documents are considered part of the “Policy on Meeting Rooms” and are incorporated herein by reference:
  - Library Bill of Rights<sup>2</sup>
  - Meeting Rooms: An Interpretation of the Library Bill of Rights<sup>3</sup>

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### **Approval History:**

- Adopted by Board of Library Trustees on Tuesday, 20 November 2012

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<sup>1</sup>STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

<sup>2</sup><http://www.ala.org/advocacy/intfreedom/librarybill>

<sup>3</sup><http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms>