

APPLICATION FOR USE OF HUDSON LIBRARY & HISTORICAL SOCIETY MEETING ROOM

The following must be signed by a Hudson resident as the representative of the group requesting the use of a Hudson Library and Historical Society meeting room. Applicant must attend.

I have read and understand the rules for the use of a Hudson Library & Historical Society meeting room.

On behalf of my organization, I acknowledge permission to use the facilities with these rules. In consideration of the permission and privilege allowed to me and my organization that we will indemnify, save, and hold harmless the Hudson Library & Historical Society and employees from any and all losses, claims or actions, or proceedings of every kind and character which may (be) presented or initiated to recover money, property, or damages for any injuries to persons, or injurious results, or any damages to property suffered which arise from our use of the Hudson Library & Historical Society. I agree to make this information available to all other members of my organization as necessary.

In order to secure your room reservation, please sign and return this form as soon as possible. Your room rental fee in the amount of \$25.00 per room must be paid in advance of room use. Please mail or return application and check to:

Please remember that the library meeting rooms are available during library operating hours.

Attention: Leeah Brown
The Hudson Library & Historical Society
96 Library Street
Hudson, Ohio 44236

Phone: 330-653-6658 ext. 1073

Signature and title of person authorized to sign for organization		Today's Date
Please print or type name above		E-mail address
Address	City, State, Zip	Phone Number
Name & Address of user if different than above	City, State, Zip	Phone Number
Room(s) requested	Date of Room Requested	Time Requested
Number of Tables Needed	Equipment Requested	

RULES FOR PUBLIC USE OF HUDSON LIBRARY & HISTORICAL SOCIETY MEETING ROOMS

1. The Hudson Library & Historical Society meeting rooms are available for use by the library and Hudson businesses and organizations during library operating hours. (Applications must be signed by a Hudson resident as the representative of the group using the room.) Facilities are accessible to the handicapped.
2. Meeting rooms in the Hudson Library & Historical Society library will honor an "Open Registration Period" for all users. Rooms will be rented on a 'first call-first served' basis in 4-hour increments. Bookings more than 90 *days* in advance are tentative and subject to be "bumped" by library programs. You will be notified if a conflict arises.
3. The Library Board of Directors creates rules and regulations for the operation and leasing of the public rooms. The Facility Manager shall be responsible for administering the use of these rooms.
4. User rates for each 4-hour increment are as follows:

CAPACITY	ROOMS AVAILABLE	FOR PROFIT FEE	NOT-FOR-PROFIT FEE
20	Laurel Lake Community Living Room	\$25.00	Free
60	North Meeting Room	\$25.00	Free
60	North Meeting Room with Kitchen	\$40.00	\$15.00
60	South Meeting Room	\$25.00	Free
120	Large Meeting Room	\$50.00	Free
120	Large Meeting Room with Kitchen	\$65.00	\$15.00

There will be no charge for not-for-profit groups. All others will be charged the above rates.

5. It is understood that a reservation is only for the time and room(s) requested. Please allow set-up and break-down time when making a reservation. No entry allowed before 9 a.m. on weekdays and Saturday or 12 p.m. on Sundays.
6. Any programs involving the serving of food, and/or painting and crafts of any kind shall be prohibited in the Laurel Lake Living Room.
7. Alcoholic beverages, smoking, open flames and pets are not permitted.
8. There is no selling of merchandise or any profit-making.
9. Modification of any space or installation of decorations or visual props on walls or ceilings with tape and/ or pushpins or any other installation that would result in damage to interior finishes is strictly prohibited.

10. Meeting room users shall set up tables and chairs and put them away after the event. Users must return the room to the condition in which it was found. Users are reminded to wipe tables, chairs, sinks and counters clean, as needed. Trash receptacles are available in the chair/table storage room or coatroom. All infant diapers SHALL be taken off premises and not left behind in the public trash receptacles.
11. There is a screen and audio-visual cart available for public use, along with an InFocus projector (request in advance). There is wireless internet available in all the meeting rooms.
12. Children and young people are to be supervised at all times by parents or leaders of the group using the facility.
13. Users shall indemnify and hold harmless the Hudson Library & Historical Society and employees from any and all claims for damages which arise from use of the Hudson Library & Historical Society meeting rooms.
14. Telephone: a local-call-only courtesy telephone is provided in the foyer of the building. (the telephone in the meeting room is available for in-library contacts)
15. Groups may not post their own signs. The only signage allowed will be a list of the day's meetings provided by The Library.