

B. S. RICKS MEMORIAL LIBRARY

General Meeting Room Reservation Request

Name of Organization _____

Name of Person Completing Form _____

Daytime Phone of Person Completing Form _____

Mailing Address of Person Completing Form _____

Room Requested _____

Date & Time Requested _____

Anticipated Attendance _____

I have read the YLA Meeting Room Policy and agree to follow said policy:

Applicant Signature _____ Date _____

For library use only

Date Approved /Date Disapproved _____

Reason Disapproved _____

B. S. Ricks Memorial Library
General Meeting Room Policy

1. Meeting rooms are available for library-sponsored programs and for legitimate public meetings. Those meetings include those of an educational, cultural, religious, political or civic nature. The Library does not discriminate against persons or groups on the basis of race, sex, color, creed, age, religion or national origin.
2. All functions held in the Library's meeting rooms must be freely open to the general public. No rental fees may be charged.
3. Library staff will have free access to the meeting room at all times and reserve the right to monitor meetings to ensure that guidelines are being followed.
4. Library staff is not available to assist in any way during set up or use of meeting rooms.
5. The Library is not responsible for providing any special equipment for a group's use. Groups are welcome to bring their own audio-visual equipment.
6. The group using the facilities must accept full responsibility for leaving the room in the same condition as it was found. Groups are responsible for removing all trash and materials brought into the room by their group. The Library does not store materials for groups.
7. Meetings must be on a non-profit basis. No solicitations are to be made, and no activities are to be made for commercial purposes. Meetings of a purely social nature are prohibited.
8. Any group's use of the meeting rooms does not constitute the Library's endorsement of that group's policies or beliefs.
9. The Director of the Yazoo Library Association reserves the right to review any and all requests for use of library meeting rooms and may reject any which the Director deems unsuitable.
10. Meetings, events, programs or activities that might disturb regular Library operations are not permitted. If a meeting or event in progress does disturb regular library operations, the Library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, will immediately discontinue the disturbance or vacate the

- premises.
11. The Library in no way serves as the sponsor of public groups using its facilities, with the exception of the Yazoo Library Association. The Library's address may not be given out as the address for the group, nor should the Library's telephone number be provided as a source to contact about the group or its meetings, other than to verify a meeting place or time.
 12. Library staff will not page persons who are attending a function in its public meeting rooms.
 13. The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library, or for the groups' or individual's belongings.
 14. Reservations for the meeting room must be made by an adult (age 21 or older) representative of the group. The representative must have a library card in good standing and must be present during the entire course of the meeting. The representative is responsible for any damage or loss of library property, equipment or furnishings.
 15. The Library reserves the right to deny future access to Library facilities if a group fails to comply with all policies.
 16. No food or drink is allowed in the Boardroom or Genealogy & Archives Room.



**RICKS
MEMORIAL
LIBRARY**

310 MAIN ST.
YAZOO CITY,
MISSISSIPPI
39194

662-746-5557

Sun - CLOSED
M,W,F - 8A-5P
T,Th - 8A-7P
Sat - 8:30A-12P

