

Completed, signed application must be returned to the Library no later than Friday BEFORE the planned meeting to be included on the schedule for the following week.

**APPLICATION FOR USE OF BONDURANT ROOM**  
Roswell Public Library, 301 N. Penn, Roswell, NM 88201  
Phone: 575-622-7101 Fax: 575-622-7107

Name of organization \_\_\_\_\_

Name of guest speaker, if applicable \_\_\_\_\_

Purpose of meeting \_\_\_\_\_

Type of program or organization - (check one) CIVIC \_\_\_\_\_ EDUCATIONAL \_\_\_\_\_ CULTURAL \_\_\_\_\_

**DATE OF MEETING** \_\_\_\_\_

**OPEN DOORS AT** \_\_\_\_\_

**MEETING STARTS** \_\_\_\_\_

**MEETING ENDS** \_\_\_\_\_

ROOM DESIRED - check one:

- Entire room (seats approximately 150)
- Room A (seats approximately 30)
- Room B (seats approximately 50)

ARRANGEMENT - check one and complete:

- Classroom style, with tables and chairs
- Board room style, tables in rectangle with chairs
- Tables arranged in U-shape with chairs
- Auditorium style, chairs only with head table(s)
- Other (describe)

\_\_\_\_\_ Number of chairs needed (total available 150)

\_\_\_\_\_ Number of tables for arrangement selected (total available 16)

\_\_\_\_\_ Head table or tables? If yes, number of chairs needed \_\_\_\_\_

EQUIPMENT AVAILABLE, no additional fee - check if needed:

- Screen, pull-down (Room A only or entire room)
- Lectern (free-standing)
- Kitchen use (Bring own utensils. Coffee pot available.)
- Personal PA system (hearing assistive device)
- TV/VCR/DVD
- Sound System
- Computer (multimedia) projector

**AGREEMENT**

I have read and understand the rules and regulations governing the issuance of this application. Furthermore, I, the undersigned, personally and officially for \_\_\_\_\_ agree to abide by Library regulations and assume complete responsibility for any damages or losses. It is understood that no more than actual cost of repair or replacement will be charged, but such amount shall become immediately payable.

Application date \_\_\_\_\_

Signed by \_\_\_\_\_

Address \_\_\_\_\_

Telephone (w) \_\_\_\_\_ (h) \_\_\_\_\_ Sent \_\_\_\_\_

Approved by \_\_\_\_\_ Date approved \_\_\_\_\_

## USER RESPONSIBILITY

1. In accepting the use of the room the person and/or organization making reservations will be held responsible for the proper conduct of those attending and for the expense caused by any damage, and all meetings must be in compliance with the Americans With Disabilities Act. The Library or its staff assumes no responsibility for any of the organization's property that may be damaged. Furniture or equipment other than that furnished by the Library is not to be used without the Library Director's approval. Library equipment available for use is listed on the application form. It is the responsibility of the group to pay for any damage to equipment, furniture or the room that occurs during their meeting.
2. When the use of the room requires extra service (custodial, watchman, special equipment, etc.) the expense will be borne by the user. The amount will be agreed upon in advance. In no case will any expense be accrued to the Library except with the Library Director's written approval.
3. The seating capacity of the Bondurant Room is 150. All meetings must begin and end as scheduled. Children and Young Adult groups may use the room only if one or more adult sponsors are present. There will be **NO SMOKING** in the room or lobby, and all Fire Department regulations will be observed. Nothing will be affixed to walls without prior written approval of the Library Director. The Bondurant Room may be divided into two separate rooms to serve two groups. Room "A" seating capacity is 30 and Room "B" seating capacity is 50.
4. Light refreshments only will be allowed, with all leftover food taken home after the meeting. No dinners or alcoholic beverages may be served unless approved by the Library Board. Foods or beverages containing red dye will not be allowed due to the stains it may cause to furniture and carpet. Any spills must be reported immediately to the Circulation Desk.
5. If the room is used for exhibits, a member of the sponsoring group must be present at all times when the room is open.
6. The Library cannot store equipment or materials for any group, except when cleared in advance by the Library Director.
7. Groups are expected to use annex parking when attending meetings.
8. The group must notify Librarian in charge when meeting is over so that the Bondurant Room may be checked and locked.