

# West Feliciana Parish Library

## Meeting Room Policy and Fees

The West Feliciana Parish Library meeting rooms may be rented by various groups and organizations. All forms including a formal application must be completed and given to the Facility Administrator at least 10 days prior to the event to ensure room availability.

### Library Hours of Operation

Monday through Thursday	8:30am-7pm
Friday	8:30am-6pm
Saturday	9:00am-4pm

### Fees for Meeting Rooms

- Fee applies to businesses, private individuals, and private groups.
- Events must specify time needed and may be held during or after regular operating hours.
- Examples may include private parties, receptions, seminars, or workshops.
- **All fees must be paid in full (\$300) one week prior to the event.**

\$150 for Large Meeting Room with an additional \$150 security deposit  
(deposit is returnable upon satisfactory cleaning and condition of facility)

\$ 50 for Project Room with an additional \$50 security deposit  
(deposit is returnable upon satisfactory cleaning and condition of room)

### Policy for Meeting Rooms

- **NO ALCOHOL PERMITTED**
- **DO NOT poke holes in our walls.** No staples, tacks, nails, etc. allowed. Only scotch tape may be used to hang anything on the walls
- Organizations or individuals may not solicit, sell products or services, or charge attendance fees (directly or indirectly)
- Meeting room users are expected to arrive not more than 30 minutes in advance unless pre-arranged with library staff. Users must leave within 30 minutes of designated appointed time.
- \$150 cash deposit is required when meeting room is booked.
- \$150 fee must be one week prior to the event.
- For groups exceeding 100 people, an off-duty police officer is required onsite.
- The library uses a coffee service, the fee is \$5.00 per pot. No outside supplies allowed.

Groups wishing to use the large meeting room on a continuing basis (weekly, monthly) should contact the Facility Administrator for availability and possible fees. Examples may include Girl Scouts, Boys Scouts, Book Study Groups, and Civic Organizations.

### Contact

Please contact the Facility Administrator, at 225-245-3746, to inquire about meeting room availability or with any questions about the use of the facilities.

Revised 03/02/2017

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## Meeting Room Application

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of guests expected \_\_\_\_\_

\*Organization or Individual (please circle one)

\*Name \_\_\_\_\_

Email: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City \_\_\_\_\_

\*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_

\*Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Type of Organization (Check as many as apply)

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Local Organization                      | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Branch or Unit of National Organization | <input type="checkbox"/> Recreational |
| <input type="checkbox"/> School or Educational                   | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Religious                               | <input type="checkbox"/> Civic        |
| <input type="checkbox"/> Non-profit                              | <input type="checkbox"/> Cultural     |
| <input type="checkbox"/> Commercial                              |                                       |

The meeting room policy has been presented to me and I have read it.

\*By checking this box, you agree to the attached Meeting Room Policy and Fees including the statement that **“Organization or individual(s) may not solicit, sell products or services, or charge attendance fees (directly or indirectly) during meetings held at the West Feliciana Parish Library.”**

Signature: \_\_\_\_\_

Deposit Received  
Date \_\_\_\_\_

Deposit Returned  
Date \_\_\_\_\_

Received by \_\_\_\_\_  
Staff

Received by \_\_\_\_\_  
Person receiving returned deposit