

Silsbee Public Library  
295 North 4<sup>th</sup> Street  
Silsbee, Texas 77656

**Policy for the use of the Marilyn Georgas Meeting Room**

The Marilyn Georgas Meeting Room is open for use to civic, educational, literary, historical, youth sports, commercial and cultural organizations. The meeting room is not available for social purposes such as birthdays, baby showers, family reunions. It is available on a first come first serve basis.

Individual admission must be free of charge for all activities held in the meeting room.

The following charges apply for meetings held in the Marilyn Georgas Meeting Room:

\$10.00	one hour	\$30.00	five hours
\$15.00	two hours	\$35.00	six hours
\$20.00	three hours	\$40.00	seven hours
\$25.00	four hours	\$45.00	eight hours

A damage deposit is required on a separate check for \$200.00. The damage deposit will be returned upon inspection of the room by the director. The damage deposit will cover damage to the walls, chairs, tables, television and all other items located in the meeting room. **Under no circumstances should the items be removed from the walls or any thumb tacks, tape or any other type of adhesive be attached to the walls, windows, door frames or ceiling.**

The meeting room may be scheduled as follows:

9:00 a.m. through 5:00 p.m. Monday through Friday

9:00 a.m. through 12:00 noon Saturdays

No Sundays are available

PAYMENT MUST BE MADE UPON SCHEDULING.

Children under 12 years of age MUST HAVE adult supervision.

Children are not allowed to roam the library without adult supervision. The library staff has no choice but to call the Silsbee Police Department if a child under 12 is left without an adult supervisor.

Anyone attending MUST have on a shirt, pants, and shoes. Underwear worn without clothes is not acceptable and you will be asked to leave.

The Marilyn Georgas Meeting Room reserves the right to change or cancel reservations in the event of emergencies, special library programs or library property is not cared for properly. The person making the reservation is responsible for damages to the premises.

If a group cancels a meeting, the library director must be notified 24 hours in advance so that the room may be rescheduled. If no notification is given, the reservation fees are NON-REFUNDABLE.

**NO FOOD OR BEVERAGES ARE ALLOWED.**

Total occupancy for the room is 71.

Users will not be allowed to set up, decorate or store personal or business items in the meeting room prior to or after the meeting reservation. If items are left in the library after the meeting, the library will not be responsible for those items and after 24 hours, the items will be disposed of.

To request the Meeting Room, please complete the form attached and return to the Library Director.

We look forward to having your group meet in the Library.

**Application for use of the Marilyn Georgas Meeting Room  
(Maximum of 71 people)**

Name of Organization: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ # of People Expected \_\_\_\_\_

Time of Meeting: start time \_\_\_\_\_ end time \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

Name of President: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Secretary: \_\_\_\_\_ Phone Number: \_\_\_\_\_

As an authorized representative of the above organization, I hereby apply for the use of the Silsbee Public Library Marilyn Georgas Meeting Room. I HAVE READ THE REGULATIONS INCLUDED IN THE POLICY AND AGREE TO COMPLY WITH THEM.

Signature \_\_\_\_\_ Library Card # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Driver's Licenses Number \_\_\_\_\_ Title \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reason for non-approval: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Paid on \_\_\_/\_\_\_/\_\_\_

Check # \_\_\_\_\_

Cash

Employee: \_\_\_\_\_

Deposit:

Check # \_\_\_\_\_

Cash

Returned on \_\_\_/\_\_\_/\_\_\_