



Edith B. Siegrist Vermillion Public Library  
18 Church Street, Vermillion, SD, 57069 ▪ (605) 677-7060 ▪ [www.vermillionpubliclibrary.org](http://www.vermillionpubliclibrary.org)

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**After Hours Room Reservation Request**

Name of Group, Organization or Individual: \_\_\_\_\_

Primary Contact Person Name: \_\_\_\_\_

Primary Contact Person Phone #: \_\_\_\_\_

Primary Contact Person Email: \_\_\_\_\_

Organization or Primary Contact Address: \_\_\_\_\_

Contact preference:      Phone                      Email

Title of the Meeting/Event: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Start and End Time: \_\_\_\_\_

Anticipated number of attendees:      Adults: \_\_\_\_\_      Children: \_\_\_\_\_

Purpose of Meeting:  Educational  Group/Organizational Meeting  Recreational/Social

Description of the Meeting/Event:

**After Hours Room Use Requirements**

**Room Use Rules**

Use of the meeting rooms is subject to the following rules:

- a. Seating arrangements are the responsibility of the group/individual using the room.
- b. Leave the room in the same condition in which it was found. Please return any tables and chairs to the arrangement in which they were found.
- c. Groups/individuals are responsible for paying for the replacement or repair, at the library's discretion, of lost, stolen or damaged equipment and furnishings.
- d. No smoking is allowed in the library building.
- e. Use or consumption of alcoholic beverages is normally prohibited. Limited exceptions may be granted with the necessary permits obtained from the City of Vermillion. Please check with library staff for more information.
- f. Meetings must conclude by 11:00 pm.
- g. Adults are responsible for the supervision of children while using the meeting rooms.

Use of a room constitutes acceptance of the meeting room policy and rules.

The library reserves the right to grant, deny or revoke permission to use any room.

Violation of the rules of the meeting rooms may result in suspension of use of the rooms.

Once an afterhours meeting has completed the group/individuals are responsible for:

**Afterhours Checklist:**

- Returning the room to its original state
- Cleaning up and vacuuming the floors
- Removing and taking with you any equipment, supplies or decorations you brought with you
- Ensuring any electrical equipment is unplugged, turned off and left in a safe clean state
- Turning off the lights
- Ensuring all meeting room doors are securely closed and locked

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

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

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For Library Use only:     Approved         Denied

Comments: