

### **Application for Use of Meeting Room by For-Profit Business**

In the spirit of good will, business leaders in the community may wish to share their knowledge for educational purposes to establish or maintain their standing in the community. While it is recognized that additional business may result indirectly from conducting such a session, the meeting room shall not be used for the primary purpose of soliciting or conducting business. For-profit businesses will not be permitted to use the meeting room until they have applied for and received approval from the Board of Directors. Approval of presentations will depend on the following criteria:

- The presenter or business will complete an application form and submit it to the Board of Directors for approval
- The primary purpose of the meeting should be educational or cultural in an area where the presenter can be deemed a subject matter expert
- The presentation must be appropriate for the community serviced by the Hillsdale Library
- No direct solicitation of business may be made by the presenter nor by any staff of the for-profit business at the meeting
- Presentations of an artistic nature will be permitted to sell items as an ancillary function of the presentation, (i.e.; artists selling paintings, authors selling books or performers selling CD's.)
- Presenters and/or their staff may not solicit personal information from attendees, such as name, address or phone number either directly or through mandatory attendance sheets, sign-up sheets, business card collection, etc. Presenters may make business cards available and attendees are permitted to voluntarily provide information on their own.
- Advertisements for the meeting should explicitly state that the session is for educational/cultural purposes and that business will not be directly solicited at the meeting
- Copies of these guidelines should be posted in a visible spot in the meeting room and a copy should be provided to all attendees at the meeting. Violations of any of the terms of this policy should be reported to the library staff immediately
- The Library and the Board of Trustees are not responsible for the content of any presentation.

**Application for Use of Meeting Room by For-Profit Business**

Name and Address of  
Business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Business:

\_\_\_\_\_

Name of Presenter and Title:

\_\_\_\_\_  
\_\_\_\_\_

Name of Presentation:

\_\_\_\_\_

Brief Description of Presentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Will advertisements be used to promote the meeting? \_\_\_\_\_  
Please provide a copy to the Library Director in advance for approval.

I have read and understood the guidelines for holding a meeting at the Hillsdale Library  
and I agree to abide by its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Board of Directors

\_\_\_\_\_  
Date