

APPLICATION FOR USE OF MEETING ROOMS

Today's Date

1. Name of organization/group: _____

2. Date(s) of meeting(s): _____
Time: _____ to _____

3. Character/purpose of meeting: _____

4. Responsible person (please print): _____
Address: _____
Phone number: Home _____ Office _____

Note: Parent or teacher (the undersigned) must be present for the activities of minors.

5. RULES FOR USE OF MULTIPURPOSE ROOM issued? ___yes ___ no

6. Items available upon request:
___ Chalkboard _____ Tabletop podium
___ Microphone (Room A only) _____ Easel with paper (no markers)
___ DVD/VCR/TV (\$5.00 – payable in advance)
___ Ceiling or portable projector (\$5.00 – payable in advance)
___ 35mm slide projector (\$5.00 – payable in advance)

Note: Both meeting rooms are equipped with movie screens. Room A is equipped with a rolling podium, raised stage, and ceiling projector. Room B has a sink with counter space.

7. Room requested and approximate number of attendees:
___ Room A # of people: _____ ___ Room B # of people: _____
___ Conference Room (main floor) # of people: _____

Note: Room assignments will be based on availability. Library and city programs take precedence.

I, as the responsible person for this activity, agree to ensure that the Rules For the Use of the Multipurpose Rooms will be followed in letter and spirit, and that any damage to or loss of library property caused during or by the activity for which I am responsible will be compensated for fully and promptly. I further agree that all rules posted in the facilities being used will be brought to the user's and participant's attention.

Signature of responsible person