



MEETING ROOM APPLICATION & AGREEMENT FORM

Prior to applying, please read and review the attached library’s “Meeting Room Policy”. All fields must be filled in completely and signed and dated below.

APPLICANT/GROUP INFORMATION

Organization Name	
Applicant Name	
Phone Number	
Email Address	

MEETING INFORMATION

Proposed Use of Room:		# of expected attendees:
<input type="checkbox"/> Single Use:	Meeting Date	
	Start Time:*	End Time:*
<input type="checkbox"/> Multiple Use:	Meeting Dates: (use back of form for additional dates)	
	Start Time:*	End Time:*

**This includes time you need for meeting set-up and post-meeting cleanup*

NEEDS

Check any additional equipment, if needed:

<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone	<input type="checkbox"/> Smart TV
---------------------------------	-------------------------------------	-----------------------------------

I have reviewed the library’s “Meeting Room Policy”. I will fully abide and adhere to said policy and guidelines and take full responsibility for the proper use of the meeting room. In the event of injury, the organization waives the right for any of its meeting attendees to sue the library.

Applicant Signature _____

Date _____

FOR LIBRARY USE ONLY	
Application received by: _____	Date: _____
\$25 Deposit <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____ <input type="checkbox"/> Money Order# _____ <input type="checkbox"/> 501(c)(3) Non-Profit Determination Letter	
Confirmation email & access code(s) sent by: _____	Date: _____

For additional dates up to a 6-month period

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

Meeting Date:	
Start Time:*	End Time:*

****This includes time you need for meeting set-up and post-meeting cleanup***