

## COMMUNITY ROOM APPLICATION

Applicant/Organization \_\_\_\_\_

Program Description/Meeting \_\_\_\_\_

Reservation Details: Date \_\_\_\_\_

Arrival Time \_\_\_\_\_ am/pm    Event Start Time \_\_\_\_\_ am/pm

Event End Time \_\_\_\_\_ am/pm    Departure Time \_\_\_\_\_ am/pm

Expected Attendance: # Adults \_\_\_\_ # Young Adults \_\_\_\_ # Children \_\_\_\_

Authorized representative completing the application:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please attach - Certificate of Insurance, 501(c)3 attach copy of Certificate

Do you require room set up/break down? (\$25 fee)

Yes  Boardroom \_\_\_\_ U-Shape \_\_\_\_ Classroom \_\_\_\_ Theater \_\_\_\_  
Other \_\_\_\_ (please attach)

No  Party responsible for set up, break down and cleanup.

Do you require use of the audio/visual system?

Yes  Please contact Jenny Kolesar at ext. 311.

No

### Agreement

I hereby apply for use of meeting room space as specified above and agree to the policies, procedures, and regulations and requirements as set forth in The Community Room Policy, which are incorporated herein by reference, and a copy of which I acknowledge that I have received, read, and understand and expressly agree to.

For the Applicant/Organization

For the Library

Signature

Signature

Print Name & Title

Print Name & Title

Date

Date

Fee \_\_\_\_\_ Received \_\_\_\_\_