

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 _____