

Perry-Cook Memorial Public Library

# Meeting Room Use Application

Contact Name: \_\_\_\_\_

Current library card number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date of application: \_\_\_\_\_

Nature of program:  
(circle one): non-profit, civic, cultural, educational or social

Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_ # of Attendees \_\_\_\_\_

Program description: \_\_\_\_\_

Will light refreshments be served? Yes\_\_\_ No\_\_\_ (if yes, please describe. Please refer to list of approved refreshments below.

I acknowledge that:

- Alcohol, tobacco and/or marijuana are not permitted on Library property.
- The event is free – no admission fees or donations will be charged/collected and this is not a fundraising event.
- The event is not intended to promote, advertise, or lead to the sale of a product or service, nor is it an employee orientation or training program.
- Payment shall be made for any damage to, or loss of, library property and a fee for janitorial service may be assessed if the room is not left in the original condition.
- The Library is not liable for injuries to people or damage to property of the organizations using the room.
- Due to the lack of kitchen facilities, only light refreshments (chips, cookies, fruit, vegetables, dips, sandwiches, soda, coffee or tea) may be served.
- I have read the Library's Public Meeting Room Policy and Use Procedures and acknowledge that my organization will adhere to the policy.

Signature of contact: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fee collected: \_\_\_\_\_ Fee collected by: \_\_\_\_\_