



Application for use of Meeting Room

Application must be signed by an adult and submitted before use of the room.

Date of request: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Name of person filling out form: \_\_\_\_\_

Position in group: ( ) Officer ( ) Member

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

Phone number: \_\_\_\_\_ Home Work Cell (Circle one)

Activity/subject planned: \_\_\_\_\_

Refreshments/Food to be served? ( ) YES ( ) NO

Brief description of materials or literature to be distributed: \_\_\_\_\_

I have read and fully agree to the library's meeting room policy. I agree to pay for the cost of repair or replacement for any damage to the facility or equipment. I agree that the library is not responsible for damaged or loss of materials used or left in the building by the group or organization. By submitting this request, I am assuring the library that the above information is correct and that any advance publicity will in no way involve the library other than as a place of meeting. I realize violations of the rules will result in the cancellation of the meeting and possible repercussions in scheduling future use of the room by this group or individual.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Commercial Use \$100.00
- Non-Library Cardholder \$50.00
- Three Rivers Library Cardholder Library Card Number: 21561000

**Library Use Only**

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

( ) Approved ( ) Not Approved Staff initials \_\_\_\_\_

Fee paid (non-TRL cardholder/commercial) \_\_\_\_\_ Staff initials \_\_\_\_\_

Special requirements: \_\_\_\_\_