
Name of Organization or Individual

Date(s) desired

Meeting Area Application Form

It is recommended that this form be returned as early as possible to insure meeting space availability. This form **must** be returned to the library director at least 7 days before the space is needed.

Permission is hereby requested for the use meeting space. The person signing this request has read the [Meeting Room Policy](#) and pledges the cooperation of his/her organization.

Signer: _____ Print name: _____

Name of Responsible Representative: _____

Address: _____

Telephone: _____ **email:** _____

Area Requested:

Hawks~Hayden Room _____

Meekins Patio: _____

Haydenville Library: _____

Other: _____

Time (include set up and cleanup): From _____ to _____

Purpose for which the area is to be used: _____

Number expected to attend: _____

I have read the Library Meeting Room Policy and agree to the following:

- 1) I am over 21 and will be in attendance when my organization uses a meeting area.
- 2) I will be responsible for setting up and taking down any furnishings needed for the event.
- 3) I will be responsible for a topical cleaning of the meeting area when our meeting is over and leave the room/area in the condition in which it was found.
- 4) I will be responsible for costs associated with extra cleaning if necessary.
- 5) I will be responsible for costs incurred by damage to the library or the meeting room during use by my organization.
- 6) I will take an accurate count of people attending the meeting and record it on the form kept in the meeting room for this purpose.
- 7) I have read and agree to all other rules of use for the specific area I am reserving.
- 8) If our meeting is cancelled we will notify the library as soon as possible.

Signed: _____ **Date:** _____

Approved: _____ **Date:** _____