

Application for Use of Meeting Room

Date of Meeting _____ Date of Application _____

Beginning time: _____ Ending time: _____

Name of organization: _____

Purpose of meeting: _____

Application made by: _____

Address: _____ Telephone: _____

Special requirements: _____

Refreshments (please detail): _____

Number of chairs needed _____ Tables _____

Special needs required: _____

Other things the Library Board should know: _____

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1. The meeting room may be used for meetings or programs sponsored by government units, non-profit educational and cultural agencies, community service agencies and other responsible organizations.
 2. These meetings or programs shall be open to the public without a charged fee. Exception to this policy may be granted by the Library Board.
 3. Library equipment may be used only with pre-approved permission from the library representative and stated before hand on this application.
 4. No refreshments will be served without prior approval.
 5. Smoking is NOT permitted.
 6. Any use of library products (paper plates, napkins, garbage bags) will be replaced or reimbursement charges will incur.
 7. Any damage which happens, and is felt by the Library Board to be other than accidental, will be the responsibility of the above named organization to rectify.
 8. If the meeting is at a time that is not during library open hours, the building must be locked after use. If the building is left unlocked, any damage that occurs to the library building will be the responsibility of the above named organization.

Misrepresentation of any of the above data or failure to abide by the rules established will be cause for denial of further use of the meeting rooms of the Spring Green Community Library.

Application Approved _____ Application Denied _____

I have read and agree to abide by the above.

Library Representative

Applicant