

APPLICATION FOR USING LIBRARY MEETING FACILITIES
Soldiers Memorial Library

Application Date: _____

Date Requested: _____ Time Requested: _____

Group Affiliation:

_____ Civic _____ Educational

_____ Social _____ Religious

_____ Other, please describe. _____

Purpose of meeting:

Contact Person: _____

Address: _____

Phone: _____ (Home) _____ (Work)

Email: _____

Estimated number to attend: _____

Because of a limited staff, it will be the responsibility of the applicant to see that chairs are set up before the meeting at such a time as not to interfere with library users. It will also be the applicant's responsibility to take down chairs at the end of the meeting and return them to storage if appropriate. The applicant accepts full liability for any damage to facilities and/or equipment, and agrees to confine the organization's activities to the assigned area. If refreshments are to be served, it is the responsibility of the group to supply all of its needs and to clean up after.

The Soldiers Memorial Library will not be responsible for any materials or equipment left in the building.

The SML Building Use Policy and Meeting Room Policy list rules and requirements.

The undersigned, on behalf of the organization or group, has read and agrees to comply with the policy and procedures governing the use of the Library.

Signature of Applicant

Approved by: _____

Date: _____

Application valid through: _____