

# MEETING ROOM USE APPLICATION

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

Anticipated Attendance: \_\_\_\_\_

Library: \_\_\_\_\_

Room: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Meeting Date(s) and Time(s): \_\_\_\_\_

I request permission to bring the following into the library (e.g. food, equipment, animals, etc.):

\_\_\_\_\_

Storage of equipment is not permitted.

Smoking, alcoholic beverages, open flames of any kind, and illegal drugs are not permitted on Library premises.

Tables and chairs are available in the meeting room and may be arranged by the group to meet its needs. They must be returned to their original placement before departure.

I, the undersigned, of legal age, have read the facilities policy and regulations and agree to comply. I am responsible to the Saint Paul Public Library for the use and care of library property. I understand my responsibilities as the signer include: a) Payment for damage to library property, b) enforcing the Meeting Room Regulations, c) room set up, d) reporting the number of people in attendance and notifying the library staff when the group is leaving.

I, the undersigned, of legal age, on behalf of the organization named above, hereby indemnify and hold the Saint Paul Public Library harmless for any personal injury, lost or stolen articles or damaged property owned by anyone using library facilities.

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

LIBRARY SUPERVISOR: \_\_\_\_\_

FEE PAID: YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_