I. Meeting Room Application

Groves Public Library
Application for use of Meeting Room

Date_____ Staff member taking application _____

Below is the application of: _____ Purpose: _____

1. Name of Contact Person: _____ Phone: _____

2. This group is based in or serves: _____ (geographic area)

3. Meeting Date(s): (1) _____/_____ (2) _____/_____
                          (Date)   (Day)   (Date)   (Day)

           (3) _____/_____ (4) _____/_____
                          (Date)   (Day)   (Date)   (Day)

   Hours: (1) _____A.M. P.M. – _____A.M. P.M.   (2) _____A.M. P.M. – _____A.M. P.M.

         (3) _____A.M. P.M. – _____A.M. P.M.   (4) _____A.M. P.M. – _____A.M. P.M.

4. Fee in the amount of _____was received by _____on _____, _____
                                    (Initial)   (Date)

5. Will any selling, solicitation or taking of orders occur? _____
     Selling, solicitation or taking or orders is specifically prohibited by policy except if such fundraising activities are done in support of the Groves Public Library programs, functions, and goals and prior approval of Library Director is obtained.

6. What kind of equipment will be brought in? _____
_____

7. Will refreshments by served? _____
8. Will there be any printed advertising or announcements of the meeting? _____

It is expressly understood and agreed between the parties that Groves Public Library and the City of Groves shall not, in any manner, be responsible or liable for any property damage or personal injuries including death resulting from the use of the Meeting Room or equipment of Groves Public Library. The applicant does hereby covenant and agree to hold Groves Public Library harmless from any claims, or damages including cost of defense, arising out of use of the Groves Public Library meeting room and/ or equipment specified in this application.

The applicant who is in charge of the meeting named above is 18 years of age or over and agrees that he will be responsible to the City of Groves for the use and care of the property of the City of Groves and agrees to replace damaged furniture and repair damages to the meeting room. He further agrees that the character of the program will conform to the purpose stated in the application. He further agrees to abide by the use and procedures policy for the Meeting Room that is handed to him when application is made.

If given permission to use the key, the applicant agrees to return the key to the library director or staff by the end of the next business day. The applicant agrees to return the meeting room to its prior state at the end of use, to clean and put away any kitchen utensils, empty trash into outside receptacle, check and clean the restrooms if needed, turn out all lights, and secure the building. **No smoking is allowed inside the meeting room, restrooms, or lobby of the library.**

Caller: _____ Approved by: _____

Deposit received by: _____ Date approved: _____

Date key will be returned: _____ Key returned: _____