**EDWARDS PUBLIC LIBRARY**

**APPLICATION FOR USE OF MEETING ROOM**

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

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (s) of Meeting/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time needed (please include time needed for set-up and clean-up):

Begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated # of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_

Will kitchenette be needed: Yes: \_\_\_\_\_\_ No: \_\_\_\_\_\_\_

Brief description of of meeting/program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You are responsible for arranging the room to suit your needs (i.e. moving tables and chairs)**

**and returning the room as you found it**. If refreshments are served, the kitchen area and tables must be cleaned after use.

The Edwards Public Library is not responsible for the loss of any belongings or any injuries sustained in meetings/events.

By signing this application I attest that I am an authorized representative of the individual, group or organization requesting the use of the Edwards Public Library meeting room. I have read the rules and conditions relating to such use and fully understand and agree on behalf of the individual, group or organization to abide by these rules and conditions.

Signature of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_**\_\_\_\_\_\_**