MEETING ROOM APPLICATION

HIGHLAND COUNTY DISTRICT LIBRARY

Date requested: _____ Day of week: _____ Time frame: _____

Organization: _____

Person applying: _____ Position in Group: _____

Address: _____

Phone Number: Business _____ Home _____

Brief description of the type of meeting or activity the room will be used for:

_____

_____

_____

Expected attendance: _____

Please understand meeting rooms are limited in size. Check at each HCDL location for occupancy limits. Any special equipment (projectors, laptops, DVD players, etc.) needs to be provided by the applicant. HCDL is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library or transported to library property by any group or individual attending the meeting.

Will refreshments be served? ☐ Yes ☐ No (Group is responsible for clean-up.)

The applicant agrees to return the library facilities to a clean and orderly manner at the end of the meeting and to pay the cost of repair or replacement of any damage to the facilities or loss of materials used or left in the building.

No admission fees may be charged for meetings in the library.

Children are always welcome, but library staff cannot supervise them. The group must leave the building at closing time.

DATE: _____ _____

Signature of Applicant

DO NOT WRITE BELOW THIS LINE

APPROVED: _____ _____

Date Director, Highland County District Library