MEETING ROOM APPLICATION

Please read the meeting room policy carefully before filling out this application form. When you sign this agreement, you are agreeing to the policy. This application must be submitted in person and will be kept on file for one year from the date of request. A new application must be completed each year. Please notify library staff of any change to the information contained in this application.

Name of Organization ________________________________ Ck. # ____________

Purpose of Event ________________________________

Name of Responsible Person ________________________________

Email Address ________________________________ Phone ____________

Date of Event ________________________________ Day of Week ________________________________

Start Time ________________________________ (allow time for set up) End Time ________________________________ (allow time for clean up)

Room Requested ________________________________ Number of People Expected to Attend ____________

(large or small)

Additional Information ________________________________

________________________________

The undersigned user of Tipton Public Library’s meeting rooms has read and agrees to the terms of the Tipton Public Library Meeting Room Policy and understands and agrees to abide by the guidelines and rules therein. Failure to abide by these rules may disqualify the individual or organization from future use of library rooms. The user hereby holds harmless the Tipton Public Library and its staff from all liability directly or indirectly related to their event or meeting.

Signature of Responsible Party ________________________________

Date ____________

Reviewed/approved by the Library Board of Trustees, June 2019