

## 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 \_\_\_\_\_ End Time \_\_\_\_\_  
(allow time for set up) (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 \_\_\_\_\_