

Perry Cook Memorial Public Library

# Meeting Room Use Application

Contact Name

Current library card number

Address

Phone number

Date of application

Nature of program (Choose One):

Non-profit

Civic

Cultural

Educational

Social

Date of event

Start time

End time

# of attendees

Program description

Will light refreshments be served:      Yes                      No

If yes, please describe. Please refer to the list of approved refreshments below.

I acknowledge that: (Check each box to acknowledge you've read each statement)

Alcohol, tobacco and/or marijuana are not permitted on Library property.

The event is free – no admission fees or donations will be charged/collected and this is not a fundraising event.

The event is not intended to promote, advertise, or lead to the sale of a product or service, nor is it an employee orientation or training program.

Payment shall not be made for any damage to, or loss of, library property and a fee for janitorial service may be assessed if the room is not left in the original condition.

The Library is not liable for injuries to people or damage to property of the organizations using the room.

Due to lack of kitchen facilities only light refreshments (chips, cookies, fruit, vegetables, dips, sandwiches, soda, coffee or tea) may be served.

I have read the Library's Public Meeting Room Policy and Use Procedures and acknowledge that my organization will adhere to the policy.

Signature of contact

Date

Approval

Date

Fee collected

Fee collected by

Revised and approved by the Board of Trustees 12-12-23