Date of Meeting: ___________ Time: ___________ to ___________

Name of Organization: _________________________________________

For-profit
Non-profit
(circle one)

Contact Person Information:

Name ______________________________________________________

Phone __________________________________________ E-mail __________________

Nature and Purpose of Meeting:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Expected Number of Attendees: ___________ Required Number of 2½’ x 6’ tables: ___________

NOTE: I understand that my organization is financially responsible for the repair of damage to rooms, furnishings and the repair for replacement of equipment including tables, chairs, kitchen appliances, etc. that is damaged or missing following this session. I also understand that my organization is responsible to clean up according to the attached checklist.

I hereby apply for use of the library’s meeting room and agree to abide by the policies furnished me.

Signature: __________________________ Date: ___________ Authorized by:________________________

Special Instructions:
___________________________________________________________________________
___________________________________________________________________________

Payment:

Amount Due
Deposit Amount ___________ Date Received ___________ Staff Initials ___________
Total Paid ___________ Date Received ___________ Staff Initials ___________

FOR OFFICE USE ONLY

Staff Report
Room was left in ( ) satisfactory condition ( ) unsatisfactory condition

Explanation/initials:
___________________________________________________________________________

Damaged Items:
___________________________________________________________________________

Missing Items:
___________________________________________________________________________
Post-Event Cleanup Checklist

1) Please collapse all tables and chairs; hang the chairs on the chair rack and place the tables under the window.

2) Please place all disposable food items and their containers in garbage cans, and drain all liquids in the sink.

3) Please clean up any dirty, wet, or sticky surfaces on the tables, chairs, or the hardwood or carpeted floors, as well as on the sink and credenza surfaces.

4) Please clean Library-owned coffeepots, urns, or water pitchers and return them to the location where you found them.

5) Notify staff of any problems with spills, carpet stains, or any other problems you may encounter.

Thank you!