

PINE RIVER PUBLIC LIBRARY DISTRICT MEETING ROOM APPLICATION

Meeting Room may be reserved no more than 12 months in advance.

A new application form must be completed when this form expires.

Group Name: _____

Group Contact Person Name (please print): _____

Day Phone: _____ Evening Phone: _____

E-mail address: _____

Today's Date: _____

Application Expiration Date: _____

(Application expires the day after the final scheduled meeting.)

Meeting times and dates (be very specific):

Staff initials: _____

- Library sponsored classes and/or functions will have first priority for meeting room use.
- The room is available to organizations consistent with non-profit ideals and within the library service area.
- Groups **must** sign in and out at the circulation desk.
- Groups should call the library in advance at (970) 884-2222 if a meeting is to be cancelled.
- There is no charge for the use of the meeting room. The group is responsible to pay for damages, cleaning, or re-keying should keys be lost. If there are any damages your responsible party will be required to pay. The signing individual will be responsible.
- The meeting room contains a white board that you may use only with our markers. The gray surface is tackable. Media equipment is available. If equipment is needed, we will need to know 24 hours in advance.
- The group using the meeting room shall leave it in a neat, clean and orderly condition and will take out the trash; if not, the group will be given notice that continued offense will result in denied access to the meeting room.
- Refreshments may be served. A sink and microwave are available.
- No tobacco, alcohol or unattended children are permitted.**
- I have read and accepted the meeting room guidelines & policies.**

The library is not responsible for any equipment, supplies, materials, clothing or other items brought into the library by any group or individual attending the meeting.

Signature

Date

Library Staff Representative

Date