

Application for Meeting Room Use

Peninsula Community Library



Today's Date: _____

Location Requested: ☐ Community Room ☐ Neahtawanta Room ☐ Friends Room

Date Requested: _____ Hours Requested _____

Name of Organization _____

Applicant's Name _____ Telephone _____

Address _____ City _____

State _____ Email Address: _____

Event Details:

Purpose of the meeting (be specific) _____

Number of people expected _____

How do you plan on promoting this meeting? _____

How many tables (6ft. – 4ft. – card) will be needed for your event? _____

Please Provide the library with a copy of ALL promotional materials (includes fliers, press releases and posters) at least one month prior to event date.

NO MEETINGS WILL BE SCHEDULED MORE THAN 4 MONTHS FROM TODAY'S DATE:

- The Library's Board of Trustees reserves the right to limit meeting room use.
- Application for the meeting room does not automatically assure its use.
- Staff have access to meeting rooms while in use.

I have read and agree to the Meeting Room Use Policy (attached)

(signature of the applicant)

(Date)

Because the Peninsula Community Library takes your privacy seriously, any personal information shared with the library will only be used for the administration of library services and will not be shared or sold.

Staff Instructions

Please check, initial and date appropriately

Applicant given room use policy yes ☐ no ☐ Initial _____ Date _____

Approved ☐ Denied ☐ Initial _____ Date _____

Number of tables needed for event _____ Initial _____ Date _____

Date(s) entered in Meeting Room Calendar _____ Initial _____ Date _____

Application taken by _____ Initial _____ Date _____

Fee paid \$ _____ Check # _____ (attach copy) Initial _____ Date _____

* Fee due week before event

After event room clean? yes ☐ no ☐