

Application for Meeting Room Use Peninsula Community Library



Today's Date: _____
Location Requested: Community Room Neahtawanta 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? _____

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. The applicant will receive confirmation or denial of the application via email or mail.

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 <input type="checkbox"/> no <input type="checkbox"/>	Initial _____	Date _____
Approved	<input type="checkbox"/> Denied <input type="checkbox"/>	Initial _____	Date _____
Notification Sent	_____	Initial _____	Date _____
Date(s) entered in Meeting Room Calendar	_____	Initial _____	Date _____
Application taken by	_____	Initial _____	Date _____
Fee paid \$ _____ Check # _____ (attach copy)		Initial _____	Date _____
After event room clean?	yes <input type="checkbox"/> no <input type="checkbox"/>	Initial _____	Date _____

**** Fee due week before event**