|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 no | Initial \_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Approved Denied | 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 no | Initial \_\_\_\_\_ | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| **\*\* Fee due week before event** |  |  |