

For Office Use Only

Initials: _____

Date: _____

Clear Record: _____

RESERVATION REQUEST FOR MEETING ROOM USE

Organization's Name: _____ Address _____

Responsible Person: _____ Phone: _____

Library Card Number: _____ Date/s of event _____

Community Room

Lobby Table

Computer Room

Small Study

Please check all boxes that apply under the following areas

Type of Organization:

- Civic
- Cultural
- Educational
- Non-Profit
- For Profit
- Other:

Organization will:

- Charge for admission
- Charge for registration
- Collect Dues

Meetings are open to participation by:

- General Public
- Organization Members
- Other:

Meetings are:

- Sponsored by the Library
- Business/Corporation sale
- Promotional or Recruitment
- Social affairs (receptions, etc.)
- Religious in nature
- Educational/Informational

In a sentence or two describe the purpose of your organization and their meetings:

*User and/or the user's group will be held liable for any damages to the Library's facilities, i.e., building furniture, equipment, etc. and agrees to hold the Speer Memorial Library and the City of Mission harmless from any loss, damage, liability, costs and/or expenses that may arise during or to be caused in any way by such use of Library facilities. By signing below Applicant agrees to all the rules and charges of the Community Room Use, Small Group Meeting Room Use, and Provisions for Private Sessions policies. **

Name of Applicant/Responsible Person

Date

Signature of Responsible Person

Library Director's review of request to use library's community rooms:

- Meets Community/Meeting Room/Table Use Requirements
- Does Not Meet Community/Meeting Room/Table Use Requirements
- Meets Private Session use (*not directed towards general public participation*) with applicable deposit/fees
- Other:

Reasons for the above determination: _____

Signature

Date

3-28-2022 MR & LG

* Copies of these policies are available at the Circulation Counter. If the Library Director determines that your request is not consistent with our policies, you may request reconsideration by the Library Board. An appeal form and a list of board members with contact numbers is available at the Circulation Counter.