

PARCHMENT COMMUNITY LIBRARY

APPLICATION FOR USE OF MEETING ROOM

Please fill out the application and return it to the Library.
Type or print except for signature.

Date(s) Needed: _____

Time: _____

Name of Organization: _____

Address: _____

Purpose or Function: _____

Estimated attendance: _____

Contact person for the organization _____

Phone number of contact person _____

Is Audiovisual equipment needed? Yes _____ No _____

If yes, what is needed? _____

I, the undersigned, have read the policy and rules for use of the meeting room and agree to comply with them as well as to indemnify and save harmless the library against any and all claims for injury to persons or property arising out of activities conducted on library property.

Signature: _____ Date: _____

Printed Name (if different from Contact above) _____

Approved: _____ Disapproved: _____ Room assigned: _____

Adopted April 11, 1989. Revised October 10, 1990; July 22, 2008.