

# Bay County Library System

## Application for Use of Community Room

Date room is requested \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Name of Organization \_\_\_\_\_

Is your organization \_\_\_\_\_ for-profit \_\_\_\_\_ not-for-profit (check one)

Person Applying \_\_\_\_\_

Address \_\_\_\_\_

Library Card or Driver's Lic/State ID. # \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Fax \_\_\_\_\_

Subject of Meeting \_\_\_\_\_

**EQUIPMENT NEEDED FOR MEETING:** \_\_\_\_\_ of chairs \_\_\_\_\_ of tables  
(Number) (Number)

**ESTIMATED NUMBER OF ATTENDEES:** \_\_\_\_\_

TV/VCR/DVD     SCREEN

small or large podium \_\_\_\_\_ estimated number of attendees

Brief description of materials or literature to be distributed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant agrees to return the library facilities to a clean and orderly condition at the end of the meeting and to pay the cost of repair or replacement for any damage to the facilities or equipment. The applicant also agrees to hold harmless the library, staff, Board, or volunteers for any liability for any member attending their program for personal injury, damage, or loss of materials used or left in the building. The applicant also attests that all information on this form is true; if it is found to be otherwise, the applicant will forfeit any further use of the room.

Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_