

RESERVATION REQUEST FOR MEETING ROOM USE

Name of Organization: _____ Date of Request: _____
Address of Organization _____ Phone: _____
Responsible Person _____ Library Card Number: _____

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 Sales
- Promotional or Recruitment
- Social affairs (receptions, etc.)
- Promoting one point-of-view
- Religious in nature

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

Signature of Responsible Person

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

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

Reasons for the above determination:

Signature

Date

* 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.