

PRAIRIE SKIES PUBLIC LIBRARY DISTRICT
APPLICATION FOR USE OF THE MEETING ROOM

Library Location _____

Date of application _____ (At least one week prior to room use)

Date of Meeting room use _____

Time of use: From _____ to _____

Name of organization or group _____

Expected attendance _____ (Occupancy limited by room size)

What equipment will be brought into the Meeting room by the organization?

THE APPLICANT IS RESPONSIBLE FOR ARRANGING THE ROOM AS REQUIRED FOR THE MEETING. ALL FURNITURE AND EQUIPMENT WILL BE AVAILABLE IN THE ROOM ONE HOUR BEFORE THE SCHEDULED USE TIME PRIOR TO THE CLOSING OF LIBRARY HOURS.

Is this organization non-profit and non-commercial? Yes _____ No _____

Is this meeting open to the public? Yes _____ No _____

If no, please explain _____

I have read and understand the attached policy regulating the use of the Meeting room and agree to use the room in accordance with the regulations established by the Library Board of Trustees

Print name

Signature

Contact Phone # _____

Position in Organization _____

Approved _____ Date _____