

Curtis Memorial Library

Meeting Room Reservation

Note: reservations may not be made more than 3 months in advance and must be made by responsible organization representative over the age of 21. The person representing the group reserving the room shall be responsible for the cost resulting from the specified use. Groups accept responsibility for the repair or replacement of damaged facilities or missing equipment. The library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. The library reserves the right to assess a cleaning or labor charge if necessary, with a \$25 minimum.

Date of Application: _____

Date of Reservation: _____

Start time: _____ End Time: _____

Please factor in set up and clean up to your time and reservations during library hours only.

Name of Group or Organization: _____

Contact Person: _____

Phone: _____

Address: _____

Fee: (\$25 for up to four hours, \$50 for over four hours) _____ Paid: _____

____ I have read the Meeting Room Policy

Signature: _____

Library Use Only:

Approved: _____

Type of Event: _____

Given copy of Policy: _____

Room Inspection: Before _____ After: _____

Notes:

Adopted 6/7/2021