

DOUGLAS COUNTY PUBLIC LIBRARY
COMMUNITY MEETING ROOM APPLICATION & AGREEMENT

Name of Organization: _____

Date & time of meeting(s): _____

Library-owned tech equipment needed? (i.e., PC, digital projector, internet, etc.; circle one)
Yes No

- If scheduling a one-time meeting, please include time, day, and date.
- For recurring meetings, use day of the month (i.e., 2nd Tuesday every month; limit: 1 per month; resubmit recurring meeting application every 6 months).
- Include starting & ending times (include time for set up and clean up).

Responsible parties – list two (2) people to contact:

Name 1.

Name 2.

Address 1.

Address 2.

Phone 1.

Phone 2.

Will refreshments/food be served? Yes No

Will there be craft projects? Yes No

By signing this, our group agrees to abide by the Community Meeting Room Policy (eff. 1/1/2019). We further agree that our group and its members will hold Douglas County and its employees and representatives harmless for any personal injury or loss incurred by our group's personnel, employees, or participants. We will be obligated to reimburse Douglas County for any expenses incurred by the County in the event of legal action taken against our group.

Application does not guarantee your reservation is confirmed. (You will be notified by staff whether reservation is final.)

I, _____, have been given a copy of the Community Meeting Room Policy and Procedures handout
(Patron Name – Please Print)

I have read and understand the policy and procedures and agree to abide by the rules in the policy and follow the procedures provided.

(Patron Signature)

(Date)

Library Staff Use Only:

Patron was provided with Community Meeting Room Policy: Date _____ Staff _____

Patron notified reservation confirmed: Date _____ Staff _____