

Melbourne Public Library
MEETING ROOM POLICY

Adopted 11.3.2016

MELBOURNE PUBLIC LIBRARY

Approved?

COMMUNITY ROOM RESERVATION APPLICATION

Yes No

FOR PRIVATE OR FOR-PROFIT EVENTS

NOTE: Reservations should be made no less than 30 days and no more than 3 months ahead of the date of the event.

Date of application _____

Name of group or organization _____

Contact person _____

Telephone _____

Date(s) of meeting _____

Time of meeting: *From* _____ *to* _____

Fee (\$25 for 1 – 4 hours; \$50 for more than 4 hours.) _____ Date Paid _____

Will the meeting be outside of Library hours? Yes No

Equipment needed

Chairs: _____ Tables: _____ Other: _____

Will refreshments be served? Yes No

The person who signs this reservation form shall be responsible for costs 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.

I have received a copy of the meeting Room Policy and will comply with all its regulations.

Contact Person Signature