

**CRAWFORD COUNTY LIBRARY
Policy Manual**

Policy No. 417.1

Subject: Application for Use of the Meeting Room

Date(s): _____ Day(s) of Week: _____ Time(s) _____ to _____

Organization: _____

Person Applying: _____ Position in Group: _____

Address: _____

Business Phone: _____ Home Phone: _____

President of Group (if different from applicant): _____

Type of Meeting: _____ Activity: _____

Subject of Activity: _____

Expected Number Attending (50 maximum capacity): _____

AT THE TIME OF APPLICATION, the applicant agrees to provide and attach actual advertisement/flyer containing complete body of language to be used to promote the stated activity. The applicant also agrees to return the meeting room to a clean and orderly condition at the end of the activity and to pay all fees and damages related to the use of the room. Any damage to the room arising from the use by an individual or organization shall be billed directly to the individual or organization who secured use of the room. The Crawford County Library system is not responsible for damage or loss of materials used or left in the building.

Date: _____ Signature: _____

Do Not Write Below This Line – Library Administration Use Only

Date Approved: _____ Authorized Signature: _____

Date Applicant Notified: _____ Comments: _____

ADOPTED: February 12, 2004

REVIEWED: October 14, 2004, December 14, 2006

AMENDED: December 14, 2006