

Date of Application _____



WASHINGTON
PUBLIC LIBRARY

Meeting Room Application

Rooms are available for use between the hours of 7:00am & 11:00pm daily to not-for-profit organizations & groups only.

PLEASE PRINT

Expected Attendance _____

Name of Organization _____

Contact Person _____ Phone Number _____

Email Address of Contact Person _____

Date of meeting _____ Time of Meeting _____

Check all that will be needed: Projector _____ Sink _____ Dry Erase Markers _____ Podium _____

Approximate number of items needed: Chairs _____ Tables _____

By signing the application I agree to all the following:

I have read and will comply with the WPL Meeting Room Policy. The meeting will be open to the general public, no admission will be charged and no products or services will be advertised, solicited, or sold. I will notify the library 24 hours in advance of reserved date if cancellation is necessary. I understand that failure to comply with the library's policies may result in the loss of use of the meeting room. I understand we are responsible for setup, tear down, and cleanup of room. If necessary, a key to the library and meeting room will be picked up the day of the event (or on Friday if a weekend event) and returned to the indoor book drop immediately after meeting. **A \$100 deposit is required for any catered event.**

The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this application and bind the Organization hereto, and has read the Meeting Room Policy, including the rules, and hereby agrees to abide by them. Further, the Organization and the undersigned agree to indemnify and hold harmless the Library, its Board of Trustees, staff and agents, from and against any and all liabilities, losses, damages, costs and expenses of any kind which may be suffered by, incurred by, or threatened against the Library, Board of Trustees or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the Organization's use of the Library. The Organization and the undersigned person designated below agree to accept responsibility and liability for any and all damages which may arise out of the Organization's use of the library, including but not limited to damaged or missing equipment, furniture and fixtures, and any and all structural, interior, or exterior damage to the Library.

Signature of responsible person _____

Staff Use Only

_____ Approved _____ Denied _____ \$100 Deposit received for catering

Assigned Room _____ A _____ B _____ Friends Room

Approved by _____ Date _____