Forest Park Public Library Meeting Room Use Application

Applicant Information:

Name_________________________________ Library Card Number__________________________________

Email Address_________________________ Phone Number ________________________________

Name of Organization/Group __________________________________________________________

Indicate one of the following:
Forest Park not-for-profit or community group___________
Forest Park Governmental Organization_____________________
Forest Park Business holding a non-commercial meeting _______________________

1. Date and Time Requested ________________________

2. Meeting Room Requested:             Austin Room          Community Room

3. Are you Serving Refreshments? YES___: What type?_________________________ NO_____

If you are serving refreshments please initial here to indicate that you’ve read and agree to abide by the Forest Park Public Library’s Food Policy __________

4. Number of people expected ________________

5. Number of tables requested ___________ Number of chairs requested __________

Note that the room will be set up in a standard table/chair configuration. The applicant is required to arrange the tables and chairs as necessary if a different arrangement is desired.

6. Additional equipment requested: Projector_______ Laptop________ Podium (only available in Austin Room) ________

   Equipment will be checked out to the library card of the applicant and the applicant will be fully responsible for their use and any damage incurred. Initial here _______

Consent:

I state the above information is true and correct. I state that I have received, understand, and agree to abide by the Forest Park Public Library Meeting Room Use Policy and Food Policy________

I understand that failure to comply with library policies and conduct rules may result in a loss of meeting space privileges. __________

Cardholder signature: ______________________________ Date: ____________

______________________________
STAFF USE ONLY: Application received on Received by __________

Approved ______ Not Approved: _______ Reason:_____________________

Patron notified on ______________ by __________________________

Entered in Evanced on ______________________ by ________________________