



# Application for Public Use of Meeting Rooms

Date Application Submitted: \_\_\_\_\_

## APPLICANT INFORMATION

Name of Group/Organization: \_\_\_\_\_

Web site address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please check one:  Government agency  Non-profit group/organization  Other

Name of Person Applying for Group/Organization: \_\_\_\_\_

Library card number (Must be a Library cardholder): \_\_\_\_\_

Address of Above Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## EVENT INFORMATION

Meeting/Event title: \_\_\_\_\_

Date of meeting/event: \_\_\_\_\_

Time room reserved: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM  
(Allow 30 minutes before and after the event to set up and clean up room.)

Will food or drink be served?  Food  Drink  Both

Will you require use of the ceiling-mounted projector?  Yes  No

Will you require use of the television screen (if applicable)?  Yes  No

Number of people expected to attend meeting: \_\_\_\_\_

The applicant agrees to leave the library facilities clean and in the original condition at the end of the activity and may be asked to pay the cost for repair of any damages to the facilities. The Palm Beach County Library System will not be responsible for any materials or equipment left in the building.

I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE REGULATIONS SET FORTH BY PPM CLO-300. FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF THE RESERVATION AND/OR RESTRICTION OF FUTURE USE. I UNDERSTAND THAT COMMERCIAL SALES AND PROMOTIONS OF BUSINESS ARE NOT ALLOWED.

Signature of Library cardholder: \_\_\_\_\_

Date: \_\_\_\_\_

For Library Use Only

Room requested:  Meeting Room  Conference Room

Approved:  Yes  No Reason/Comments: \_\_\_\_\_

Signature of Branch Manager or his/her designee: \_\_\_\_\_ Date: \_\_\_\_\_