

# AHJ REGIONAL LIBRARY

## Meeting Room Application



**Bookings are not confirmed until this application is approved and signed by the Library Branch Manager.**

### Contact Information

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

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Meeting Room Location

Library: \_\_\_\_\_ Room: \_\_\_\_\_

### Request Information

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

### Purpose of Meeting/Program

\_\_\_\_\_  
\_\_\_\_\_

**Estimated # of attendees:** \_\_\_\_\_

- 
- 1. The person requesting the use of a meeting room will be held responsible for the orderly conduct of the group and for any loss or damage to Library property. Any damages to the Library property will be billed to the person who originally signed the application to use the room.*
  - 2. No promotion or sale of non-library-related items for services is allowed in any Library meeting room.*
  - 3. Violations of the Meeting Room Policy may result in a denial of meeting space for future requests.*
  - 4. I have read the AHJ Regional Library's Meeting Rooms Policy, and our group/organization will adhere to the rules as outlined in the policy.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Branch Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

If Denied, reason(s): \_\_\_\_\_