



CAMAS PUBLIC LIBRARY
MEETING ROOM APPLICATION

Use of the Library’s meeting room is governed by the policies established by the Library Board of Trustees. Groups are expected to abide by these policies. Groups must have an approved application and a signed Hold Harmless Agreement on file to use the meeting rooms. The application must be renewed each year. Each second floor meeting room is *wheelchair accessible*. Meeting Room A has a capacity of 49; Meeting Room B, 57. These can be opened up to form one large room with a capacity of 106.

Group Name: _____ Date of Application: _____

Person in Charge of Meeting: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone - Home: _____ Work: _____ Mobile: _____

Is your group a non-profit organization? _____ Are your meetings open to the general public? _____

Do you charge an entrance fee (other than club dues) for your meetings? _____

What is the purpose of your meetings? _____

Will you serve refreshments? _____ **(Please note if you will be serving refreshments they must be served within the meeting room itself, and not in the Gallery).**

Will you need the kitchen? _____

Will you require library audiovisual equipment? If yes, sign equipment agreement. _____

Dates and times you wish to reserve: (Specify BEGINNING and ENDING TIMES & DATES.)

Approximately how many persons will attend the meeting? _____

I have read the Library’s Meeting Room Use Policy and agree to observe the rules outlined therein, and I have read and signed the Hold Harmless Agreements.

Signature of Person in Charge

Meeting room use approved () Room: _____ Conditional () Denied ()

Reasons/conditions for denial: _____

Library Director/Assistant Director

Date

FOR LIBRARY USE	Amount Paid	Check #		Invoice #	Deposit Refunded – Date refunded
Deposit Fee					Yes No -
Room Fee					
Kitchen Fee					
After Hours Fee					
Application Fee					NON-REFUNDABLE