

Delta County Public Library District

Meeting Room Reservation Application

Meeting Room Location: Cedaredge Crawford Delta Paonia

Meeting rooms may be reserved up to one month in advance.

Name of Applicant Organization: _____

Name of Authorized Agent of Applicant: _____

Address: _____

Telephone: _____ Email: _____

Date Requested: _____ Time: From _____ To _____

Size of Group: _____

Description of Activities to be Conducted: _____

Equipment Reserved: Projection screens (available in large meeting rooms only)
 Digital projector
 DVD player
 TV
 Sound system (speakers)

Permission is requested for the use of the Library's Meeting Room. The undersigned is over 21 years of age, has **read the Delta County Public Library District's Meeting Room Policy**, and on behalf of the organization he/she represents, agrees to abide by all rules and policies governing the use of the Meeting Room. On behalf of the organization, the undersigned further accepts full liability for any losses or damage incurred to library property either deliberately or through negligence on the part of members of the organization or persons in attendance and agrees to pay for damages assessed by Delta County Public Library District. The undersigned shall release/hold harmless Delta County Public Library District from any and all claims for personal injury or property damage while on the premises.

Delta County Public Library District

I have read the "Meeting Room Policy" and understand the following (please initial each statement):

_____ The meeting room is not available to for-profit groups.

_____ No admission may be charged. No products or services may be advertised, solicited, or sold.

_____ All meetings or activities must be open to the general public.

_____ Prior arrangements must be made with library staff for instructions on equipment use and, for the Paonia Library meeting room, opening/closing procedures.

_____ Date: _____
Signature of Authorized Agent of Applicant

_____ Date: _____
Signature of Library Staff

Date of Equipment Instruction: _____ Library Staff Initials _____