Delta County Public Library District

Meeting Room Reservation Application

Meeting Room Location: ____ Cedaredege     ____ 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 _______