



Meaford Public Library Request for Meeting Room

Name of Organization: _____

Contact for Organization: _____

Email: _____

Phone Number: _____

Date Required: _____ Time: _____

Room requested: _____

Special Requirements/Equipment (may require a fee): _____

Description of the event or gathering: _____

How many will be attending? _____

Will there be any revenue generated at this event? _____

Rules for Use of Facility:

1. Applications may be issued to individuals 18 years and older.
2. All exits must be kept free from obstruction in accordance with fire and safety regulations.
3. Financial responsibility for damages to the property during the use shall be borne by the applicant.
4. Activities must be confined to the facilities assigned to the applicant in accordance with the policy issued.

5. Any booking may be cancelled by providing 48 hour notice to library staff.
 6. The Meaford Public Library Board will not be responsible for personal injury or damage, or for loss, or theft of clothing or equipment of the applicant or anyone attending on invitation of the applicant.
 7. The applicant agrees to clean up meeting area, put away equipment and furniture.
 8. The applicant agrees to abide by the Meaford Public Library Code of Conduct.
 9. All bookings are subject to Meaford Public Library Policy 10- Meeting Rooms.
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Signature: Applicant: _____ **Date:** _____

Signature: Library Contact : _____ **Date:** _____

June 2021