

**APPLICATION FOR RESERVATION AND USE  
OF THE GREEN HILLS PUBLIC LIBRARY DISTRICT MEETING ROOM**

Date: \_\_\_\_\_

Application is hereby made for the reservation and use of the Green Hills Public Library District Meeting Room upon the following terms:

Part I

Name of party completing this application: \_\_\_\_\_

Green Hills Public Library Card #21814000

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

E-mail Address: \_\_\_\_\_

Residential phone number: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

Part II

If applicable, name of group, club or organization: \_\_\_\_\_

Address of office and/or regular meeting place of group, club, or organization:  
\_\_\_\_\_

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

Names, addresses, and phone numbers of officers (President, Vice President, Secretary, etc.)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Part III

Date requested: \_\_\_\_\_

Hours requested: \_\_\_\_\_

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General purpose of use (business meeting, panel discussion, lecture, etc.):

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Expected attendance: \_\_\_\_\_

Special requirements, comments: \_\_\_\_\_

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I state the above information is true and correct. I further state that I have received a copy of the Meeting Room Policy adopted by the Board of Trustees of the Green Hills Public Library District, that I (and the above group, club or organization, if applicable), shall abide by said Meeting Room Policy and shall indemnify and hold harmless the Green Hills Public Library District from any loss, cost, expense or damage occasioned by the use of the Meeting Room. Failure to abide by the requirements and regulations set forth in this policy will result in a minimum charge of \$100.00.

\_\_\_\_\_  
Applicant

**ACTION ON APPLICATION**

Approved: \_\_\_\_\_

Modifications or restrictions, if any: \_\_\_\_\_

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Disapproved: \_\_\_\_\_

Reason for disapproval, modifications, or restrictions: \_\_\_\_\_

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\_\_\_\_\_  
Authorized Library Representative