

**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 #2-1814- _____

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.):

Expected attendance: _____

Special requirements, comments: _____

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 in addition to the regular Meeting Room fee. I have included with this application a check for payment; \$50.00 for non-profit organizations, \$100.00 for profit organizations.

Applicant

ACTION ON APPLICATION

Approved: _____

Modifications or restrictions, if any: _____

Disapproved: _____

Reason for disapproval, modifications, or restrictions: _____

Authorized Library Representative