

# APPLICATION FOR USE OF THE MEETING ROOM

Lytton Public Library

Date of Event \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Name of the Event \_\_\_\_\_

Number Attending (estimate) \_\_\_\_\_

The Contact Person:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

\$25.00 fee Paid (date) \_\_\_\_\_

The Library is not responsible for accidents, injury, loss or damage to the private property of any individual. The library board of trustees or director is not liable for any claims arising out of the use of the meeting room.

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

## **Meeting Room Policy**

Room reservations must be made in advance by contacting the Library Director.

Application form will be filled out and returned to the director.

The fee is \$25.00

A spare key to the library will be provided by the director, if needed.

No alcohol, smoking or vaping is allowed.

Room capacity of 25 max must be observed.

You are responsible for any damage done to library materials or equipment during the event. You will return all table and chairs to their original location.

The library provides a vacuum and basic cleaning supplies and you will be responsible for cleaning up after the event.