

Meeting Space Request Form

The organizer or representative of the group must sign and submit this form to the library. Meeting rooms are not reserved until this completed form is received.

Group or organization name:

Group organizer name:

Address:

Phone:

Email:

Purpose of the Meeting:

Additional information or special requests:

I acknowledge that :

- As the organizer and responsible party, I am an adult eighteen (18) years or older and will be present at the meeting.
- All attendees will comply with the library's *Meeting Space Policy* and *Patron Code of Conduct*. The library reserves the right to deny or rescind permission to use a meeting room.
- The meeting or event is open to the public.
- The meeting or event is free.
- The meeting space will not be used to promote, advertise, or lead to the sale of a product or service.
- The room will be returned to the condition in which it was found, including the arrangement of tables and chairs.
- I have read the Granville Public Library's *Meeting Space Policy* and understand that I will be personally liable in the event of damage to library property.

Signed :

Date: