

South Country Library  
**Meeting Room Application**

Approved by Board of Trustees on 11-17-22; Rev. 2-19-26

**Instructions:** Please complete and sign this application after reading the attached **Meeting Room Policy**. Your signature commits the organization to abide by the Meeting Room Policy. This application should be submitted at least 7 days prior to the requested meeting date. The Library will attempt to accommodate requests with less notice, but cannot guarantee such. Rooms cannot be requested more than 1 month in advance and room use is limited to once per month.

**DATE OF APPLICATION:** \_\_\_\_\_

<b>PART 1: Organization/Applicant Information</b>	
Name of the Applicant <b>or</b> Organization	
Address of the Applicant <b>or</b> Organization	
Phone# of Applicant <b>or</b> Organization	
Applicant's South Country Library Card Barcode	2061400 _ _ _ _ _
Purpose of Organization	
Representative Applying on Behalf of Organization	
Representative's Address	
Representative's Phone#	
If members of the public want to contact the organization for further information, what phone number can we give them?	

<b>PART 2: Meeting Information</b>	
What date would you like to meet?	
What time would the meeting begin & end?  <i>Meeting Rooms must be vacated by 8:30 PM on weeknights, 4:30 PM on Saturdays, and 3:30 PM on Sundays.</i>	From:                      To:
How many people do you expect to attend the meeting?	
What is the purpose and main topic of the meeting? What types of activities are expected to occur?	

Name of the Speaker (if applicable):	

<b>PART 3: Room Setup (*for downstairs rooms only*)</b>	
There are two downstairs rooms, Room A & Room B which can be joined to form one large room. The maximum capacity for the combined rooms is 86 individuals seated in rows. Room A holds 42 and Room B holds 44.	
How many chairs will be needed?	
How should the chairs be arranged? In rows or at tables?	<input type="checkbox"/> ROWS <input type="checkbox"/> TABLES
Do you require tables for display, materials, etc.?	<input type="checkbox"/> YES (If yes, how many? _____ ) <input type="checkbox"/> NO
Will the organization/speaker require use of Library tech/AV equipment? (projector, screen, audio equipment, dvd player)	<input type="checkbox"/> YES (If yes, what equipment?) _____ <input type="checkbox"/> NO
Please mark the box next to any other Library-owned items you may need	<input type="checkbox"/> Lectern/ Podium <input type="checkbox"/> Blackboard/ Dry-erase board <input type="checkbox"/> Piano <input type="checkbox"/> Other: _____

**PART 5: APPLICANT AGREEMENT & SIGNATURE**

In consideration of the use of South Country Library meeting-room facilities, the applicant/organization/group agrees to the following:

1. It will pay for all damage to any property of the South Country Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or group, or any of its invitees.
2. It should protect itself from legal action by having a temporary insurance policy which names the library as an additional insured.
3. It will hold harmless and indemnify the South Country Library, its agents, employees, volunteers, and trustees, from any and all liability which may be imposed upon the Library, for any loss, injury or damage to persons or property arising from the use of Library facilities by the organization or group or any other person in connection with the program, and will provide reasonable attorney's fees for the defense of any claims and/or actions brought against them.
4. It agrees to fully abide by all tenets of the South Country Library Meeting Room Policy.

We have read and agree to abide by all terms contained in this agreement governing the use of Library meeting room(s).

Date \_\_\_\_\_

Organization or Group: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

-----**LIBRARY USE ONLY**-----  
 Approved     Disapproved

Signature of Director or Designee \_\_\_\_\_

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