

Meeting Room Reservation Form

Meeting rooms may be reserved up to one month in advance.

Meeting Room Location: Paonia _____ Delta _____ Cedaredge _____

Please initial each of the statements below:

I have read the complete 'Meeting Room Policy' and understand the following:

_____ **The meeting room is not available to for profit groups.**

_____ **Admission/Registration fees can not be charged and no product or service can be sold.**

_____ **All meetings must be open to the general public.**

_____ **Prior arrangements must be made with library staff for instructions on opening/closing and equipment use.**

Name of organization _____

Name of applicant _____

Address _____

Telephone _____ E-mail _____

Date requested _____ Time: From _____ To _____

Size of group _____

Description of activities to be conducted _____

Equipment needed _____

A \$50 deposit will be required to ensure reservation of Paonia Conference Room only.

Permission is hereby requested for the use of the Library's Meeting Room. The undersigned is over 21 years of age, has **read the Library's policy regarding the use of the Meeting Room**, and on behalf of the organization he/she represents agrees to abide by all rules and policies governing the use of the Room. On behalf of the organization, the undersigned further accepts responsibility for any damages incurred to library property either deliberately or through negligence on the part of members of this organization or persons in attendance and agrees to pay for damages assessed by the Delta County Libraries. The undersigned shall release/hold harmless the Delta County Libraries from any and all claims for personal injury or property damage while on the premises.

Signature of Applicant _____ **Date** _____

Authorized Signature of Library Staff _____ **Date** _____

Date Deposit Received _____ **Library Staff Initials** _____

Date of Equipment Instruction _____ **Library Staff Initials** _____