

**APPLICATION FOR USE OF LIBRARY MEETING ROOMS
TAMPA-HILLSBOROUGH COUNTY PUBLIC LIBRARY**

LIBRARY MEETING ROOMS are made available to individuals, groups or organizations in accordance with policies *LS536 Community Rooms (Designated Limited Public Forum Space)* and *LS 537 Small Meeting Rooms Limited Public Forum.*

Please allow two weeks for review of your application. A submitted application does not constitute a guaranteed reservation.

I am submitting this *Application for Use Library Meeting Rooms* in order to secure space for a meeting with an estimated attendance of _____ at the _____ (*Library Name*) on _____ (*date*) from _____ to _____ (*start time to finish.*)

Official Name of Group or Organization: _____

Parent or Affiliate Organization: _____

Organization Website: _____

What purpose, function or use do you plan to make of the library meeting space?

Does your group or organization discriminate in its membership requirements? _____

Individual completing the application:

Name: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____ Cell: _____

E-Mail Address: _____

I, as an individual or a representative of a group or organization, accept responsibility for any damage incurred to the Library as result of use of library meeting space.

By signing below, I am attesting that I have read in the Library's meeting space policies *LS536 Community Rooms (Designated Limited Public Forum Space)* and *LS 537 Small Meeting Rooms (Limited Public Forum)* and agree to abide by all terms and conditions stated therein.

Signature: _____ Date: _____

Staff Use Only: Date Received: _____ Received By: _____ Approved: <input type="checkbox"/> yes <input type="checkbox"/> no Approved for: <input type="checkbox"/> <i>Community Room (Designated Limited Public Forum)</i> <input type="checkbox"/> <i>Small Meeting Room (Limited Public Forum)</i>

