

HARRISON PUBLIC LIBRARY

APPLICATION FOR THE USE OF THE ERIC R. SMITH COMMUNITY ROOM

This completed application must be filed with the Community Room Coordinator. All applications are subject to approval by the Library Board of Trustees. A copy of this application, signed by the Library Director, will be returned to the authorized representative of the program sponsor as notification of approval or denial.

1. Name of program sponsor: _____

Check here if not-for-profit: _____ Check here if for-profit: _____

2. Authorized representative of program sponsor (name, address, home phone, cell):

3. Is this program or event open to the public? Yes: _____ No: _____

4. Please describe the proposed program or event. Continue on back if necessary.

5. Equipment requested (check all that apply; indicate quantities of chairs and tables):

Chairs (95 available): _____

Television: _____

Tables, 30" x 60" (4 available): _____

VCR: _____

Tables, 30" x 72" (2 available): _____

DVD player: _____

Microphone: _____

Slide projector: _____

Lectern: _____

Digital projector: _____

6. Name and telephone number of person who will operate the above equipment:

7. Requested date, time, and duration of program: _____

8. Size of group expected: Adults _____ Children _____

The undersigned is an authorized representative of the program sponsor at least 21 years old and has read and accepts responsibility for compliance with the Policies for the Use of the Eric R. Smith Community Room.

Signature and date: _____

For library use only Approved: _____ Denied: _____ Fee: _____

Signature of Library Director and date: _____