

**HARRISON PUBLIC LIBRARY**

**APPLICATION FOR THE USE OF THE MEETING ROOMS**

All applications are subject to approval by the Library Director. 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.

Name of program \_\_\_\_\_

Check here if not-for-profit: \_\_\_\_\_ Check here if for-profit: \_\_\_\_\_

Authorized representative of program sponsor (name, address, home phone, cell):  
\_\_\_\_\_

Is this program or event open to the public? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

Equipment requested:

Digital projector: (Learning Center) \_\_\_\_\_

Smart Board (Conference Room) \_\_\_\_\_

Name and telephone number of person who will operate the above equipment:  
\_\_\_\_\_

Requested date, time, and duration of program: \_\_\_\_\_

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 Meeting Rooms Policy.

Signature and date: \_\_\_\_\_

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For library use only Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Fee: \_\_\_\_\_

Signature of Library Director and date: \_\_\_\_\_