

TOLEDO-LUCAS COUNTY PUBLIC LIBRARY  
BRANCH MEETING ROOM RESERVATION FORM

Name of Organization \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Library Location \_\_\_\_\_ Room Reserved \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_

Number of People Expected \_\_\_\_\_

Public Contact for Information regarding Meeting \_\_\_\_\_ Phone \_\_\_\_\_

NOTES

Request taken by \_\_\_\_\_ Approved by \_\_\_\_\_

The primary function of the meeting room and auditorium is to promote the library's mission. The rooms are available as a free community service for educational, instructional, or civic programs when library programs are not scheduled. Private parties are not permitted. The library does not necessarily endorse the purposes, policies, products, or claims of those who use its Meeting Rooms. Scheduled meetings may be superseded by library-sponsored activities.

In general, by requesting to use a library meeting room, a group acknowledges its willingness to be addressed at some time during its meeting by a library staff member.

The signer of this agreement agrees to abide by the regulations on the reverse side of this form. The signer must be an adult who is responsible for the orderly conduct of the group and liable for damage to the room and/or equipment.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by legal counsel August 2007.  
Adopted by the Board of Trustees, October 25, 2007.