

Ashland Public Library

Meeting Room Application

Please complete and submit this application form at least 48 hours prior to the date you wish to use the meeting space indicated below. Please note space may be reserved up to three months in advance.

Today's Date: _____ Name of organization: _____

Is the organization a federally tax-exempt non-profit? _____

Date of meeting: _____ from: _____ to: _____

Maximum expected attendance: _____

The undersigned agrees to abide by the rules and regulations established by the Board of Library Trustees and outlined in the attached Meeting Room Policy. The undersigned accepts responsibility for insuring that the room, furnishings, materials and equipment will be left in the same condition in which they were found. The undersigned further accepts responsibility for any damages incurred to Library property either deliberately or through negligence on the part of members of the organization or invited guests in attendance.

Name (please print): _____ Signature: _____

Position in organization: _____

Address: _____

Telephone number: _____

E-mail address: _____

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Library staff authorization: _____ Date: _____

Please note that the Library parking lot is limited to 8 spaces. We ask your cooperation in using the municipal lot across the street whenever possible.

Library audio visual/presentation equipment may not be compatible with all devices so compatibility should be tested prior to the meeting/presentation. The library does not provide USB cords and library staff is not available to assist with setup or troubleshooting.