

Library Meeting Room Use with Audio/Visual Equipment Application

Primary use of the Library's meeting room is for Library programming. Library and City use of meeting room ranks as first priority and the Library reserves the right to cancel an existing reservation if the room is needed by the Library or City to be determined at their sole discretion. Whenever possible, 24-hour notice will be given.

NAME OF ORGANIZATION/GROUP _____

AUTHORIZED REPRESENTATIVE _____

ADDRESS _____

PHONE _____ EMAIL ADDRESS _____

PROGRAM NAME _____

DATE OF MEETING _____ TIME REQUESTED _____ TO _____
(Include set-up and clean-up time)

All Library meeting room users who wish to check out meeting room equipment must have a valid Bridges library card in good standing and requested on the application form.

Library Card # _____

Library Meeting Room Equipment	Requested	Returned in Good Condition - Yes / No	Comments/Charged to Account
86" TV Display (requires HDMI cable) \$3550			
Microphone (1) \$50			
Hearing Assist Lanyards (4) \$125			

For and in consideration of meeting room and Library facilities usage, any person or group using same hereby agrees to indemnify and hold harmless the Jefferson Public Library from any and all actions or lawsuits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Jefferson Public Library for any and all repair costs and for any and all damage as may be caused directly or indirectly to the room and/or facilities, or equipment by such use thereof. If any organization refuses to pay for repairs, the matter will be referred to the City of Jefferson Police Department for legal action. The Library Meeting Room Policy has been read, is hereby acknowledged, and will be complied with in full.

Authorized Applicant Signature

Date

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For Staff Use Only

____ Application Received

____ Meeting Scheduled and Entered in Reservation Book

____ Equipment Returned

____ Room Inspection

Comments / Notes: