

Prospect Public Library

Application for use of the E. Irene Boardman Community Room

PLEASE PRINT ALL INFORMATION

Date of application: _____ Time: _____

Organization: _____

Authorized representative: Name: _____

Address: _____

Town: _____

Telephone #: _____

Email Address: _____

DATE

DAY

TIME

Example:

June 1, 2015

Saturday

2:00pm

*NOTE: In the event of an emergency, such as snow closure or unsafe building conditions, the building will be closed. The Library and the Town of Prospect accepts no responsibility to applicants or organizations for unexpected closings.

Equipment required:

Chairs: _____ Tables: _____ Screen: _____ Kitchen: _____

TV/DVD: _____

I agree to return the key to the library promptly the next day, or else place the key in the book drop at the conclusion of the meeting. If the key is lost, the organization I represent will pay \$200 to the Prospect Library to replace the lock and keys.

I have read a copy of the Prospect Public Library's Community Room Policy, and I understand that once signed, this application form signifies my organization's agreement to abide by all conditions specified therein. I accept full liability for any damages to the facilities or equipment.

Signature: _____

NOTE: Please be sure to pick up the necessary key(s) to the Community Room the day of the meeting during Library hours. Once the Library closes, there is no one to open the Library for you.