

Appendix A

Lewis & Clark Library Meeting Room Policy

Lewis & Clark Library – Lincoln Branch Meeting Room Application & Agreement

Meeting Date _____ Meeting Time _____

Name of Organization _____

Individual applying on behalf of organization _____

Position of applicant _____

Mailing Address _____

Telephone: Daytime _____ Evening _____

Email Address: _____ Fax: _____

Equipment Required: TV VCR DVD LCD Projector

Internet Access Door Key

Anticipated Attendance _____ (Maximum Capacity: 60 persons)

Will refreshments be served? Yes No (If YES, group is responsible for clean-up, including vacuuming, if necessary.)

The applicant agrees to return the Meeting Room to a clean and orderly condition at the close of their program and to pay repair costs for any damages to the equipment or facilities. If the Library's maintenance personnel find that the room has not been left in a satisfactory condition, a minimum charge of \$25.00 will be levied for cleaning.

When the meeting room is used after hours, **the individual signing this agreement shall be responsible for ensuring that the meeting room door is locked and all participants have left the building.**

Donations to assist the Library with covering the costs of providing this service will be gratefully accepted.



I have read the Lewis & Clark Library Meeting Room Policy, and agree to abide by the policy.

Date _____ Signature _____