



Application for Public Use of Meeting Rooms

Date Application Submitted: _____

APPLICANT INFORMATION

Name of Group/Organization: _____

Web site address: _____ E-mail: _____

Please check one: Government agency Non-profit group/organization Other

Name of Person Applying for Group/Organization: _____

Library card number (Must be a Library cardholder): _____

Address of Above Applicant: _____

City: _____ State: _____ Zip code: _____

Home phone: _____ Cell phone: _____ E-mail: _____

EVENT INFORMATION

Meeting/Event title: _____

Date of meeting/event: _____

Time room reserved: From: _____ AM/PM To: _____ AM/PM
(Allow 30 minutes before and after the event to set up and clean up room.)

Will food or drink be served? Food Drink Both

Will you require use of the ceiling-mounted projector? Yes No

Will you require use of the television screen (if applicable)? Yes No

Number of people expected to attend meeting: _____

The applicant agrees to leave the library facilities clean and in the original condition at the end of the activity and may be asked to pay the cost for repair of any damages to the facilities. The Palm Beach County Library System will not be responsible for any materials or equipment left in the building.

I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE REGULATIONS SET FORTH BY PPM CLO-300. FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF THE RESERVATION AND/OR RESTRICTION OF FUTURE USE. I UNDERSTAND THAT COMMERCIAL SALES AND PROMOTIONS OF BUSINESS ARE NOT ALLOWED.

Signature of Library cardholder: _____

Date: _____

For Library Use Only

Room requested: Meeting Room Conference Room

Approved: Yes No Reason/Comments: _____

Signature of Branch Manager or his/her designee: _____ Date: _____