

Berkeley Public Library
Meeting Room Application

Name of organization _____

Type of organization _____

Number attending meeting _____

Date(s) requested _____

Time(s) requested _____

Purpose of meeting _____

Will refreshments be served? _____ Type _____

Officer/Representative _____

Address _____ Phone _____

Emergency phone _____

Email address _____

Agreement

By signing this application I am stating that I represent my organization and that I will be present at the meeting. I have read the rules and understand the rules governing the use of the Berkeley Library Meeting Room and agree to abide by these rules. I indemnify and hold harmless the Berkeley Public Library, its Board of Trustees and all Library staff for any and all accidents which may occur on Library premises.

Signature _____ Date _____

Approved by _____

Date Received _____ Received by _____ Fees: Cleanup _____

Not approved (reason)
