

Application for Public Meeting Room Use

Date of Application _____

Name of Organization/Group _____

Purpose of Meeting _____

As authorized representative of the named organization, I hereby request use of the public meeting facilities as indicated. I agree to the policies provided to me governing the use of these facilities. Further, I accept personal responsibility for all damages and financial loss occurring through this group's use of the public meeting room facilities.

Your Name (please print) _____

Signature _____

Position in Organization/Group _____

Address _____

Phone _____

Date(s) Requested _____	Time from _____	To _____
_____	Time from _____	To _____
_____	Time from _____	To _____
_____	Time from _____	To _____
_____	Time from _____	To _____
_____	Time from _____	To _____
_____	Time from _____	To _____

Received by (staff initials) _____ Date _____