

Nederland Community Library Meeting Room Application

Date of Application: _____

Date Requested: _____ Day of Week (circle) Mo Tu We Th Fr Sa

Start Time: _____ End Time: _____

- **Groups and organizations can schedule meetings up to six (6) months in advance.**
- **Permission may be granted to groups and organizations for multiple meetings over a period not to exceed six (6) months. It is the group or organization's responsibility to book recurring meetings.**

Is this a recurring meeting: Yes No

Recurring dates: _____

Name of Organization: _____

Contact Person's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Description of Meeting Room Use/Event:

Expected Attendance: _____ (Room Limit = 25)

I HEREBY AFFIRM THAT I HAVE READ AND WILL ABIDE BY THE RULES OUTLINED IN THE NEDERLAND COMMUNITY LIBRARY COMMUNITY ROOM POLICY AND RULES OF CONDUCT. IF A MEETING IS CANCELLED, I AGREE TO NOTIFY THE LIBRARY AS FAR IN ADVANCE AS POSSIBLE.

Signature: _____ Date: _____

Library Staff Signature: _____ Date Approved: _____