

APPLICATION FOR MEETING ROOM USE

PLEASE NOTE: Please review all Meeting Room Guidelines prior to meeting date.

The Bartlesville Public Library has three meeting rooms to accommodate a variety of meetings and events. These rooms are available to all on a first-come, first-serve basis, regardless of the beliefs or affiliations of the group. Non-profit and not-for-profit groups may use any of the three rooms free of charge. Organizations must have a completed Meeting Room Application on file. The application is valid for 12 months only. New applications must be submitted annually. In addition to the application, groups must supply a copy of their organization's 501(c)(3) and/or other written/official documentation for proof of their not-for-profit status.

Name of Organization _____

Contact Person _____

Address _____

Home Phone _____ Cell Phone _____

Purpose or function of meeting(s) _____

Meeting Room Requested

Meeting Room A _____ Meeting Room B _____ Meeting Room C _____

Date(s) of Meetings (Up to 3 meetings can be scheduled at one time.)

Time of Meeting(s) _____

The undersigned, contact person for the above mentioned organization, has read and agreed to comply with the policy and procedures governing public use of the Library meeting rooms, a facility owned and operated by the Bartlesville Public Library and the City of Bartlesville.

Further, the undersigned agrees to monitor the activities to minimize the risk of injury to themselves and to the participants. The applicant also accepts full responsibility for any damage to facilities or equipment and agrees to confine the organization's activities to the assigned room. With respect to any loss or injury arising from the programs and activities, the undersigned agrees to release the Bartlesville Public Library and the City of Bartlesville from any liability and to indemnify and hold harmless Bartlesville Public Library and the City of Bartlesville from any such claim.

Signature of Applicant

Date Signed

Staff Use Only

Staff Member Taking Application _____

Date _____

Application & Documentation Received _____

