

RITTER PUBLIC LIBRARY

Application for Meeting Room Use

Name of Organization - _____

Estimated Attendance - _____

Purpose of Meeting - _____

Persons applying for room bookings must be 18 years of age or older.
An adult, age 18 or older, must be present at all times during any use of the library meeting rooms.

Contact Person Name - _____

Best Contact Information - _____ cell/home phone

Street Address - _____ City - _____ State/Zip - _____

Email address - _____

You must notify the library 24 hours in advance if your meeting is cancelled.

Please initial each policy statement and sign – completed applications will be kept on file for one year.

_____ I have received and read the Ritter Public Library's "Meeting Room Policy and Information" and agree to comply with the policy and regulations of the Ritter Public Library when using library meeting rooms.

_____ I understand that all meetings must be free, non-partisan and be consistent with the informational, educational or cultural purposes of the library and no fees or donations may be solicited or accepted.

_____ I understand I am responsible for reporting any issues with the Meeting Room to a Ritter Public Library staff member upon arrival.

SIGNATURE: _____ DATE: _____

FOR STAFF USE ONLY

Application Received Date - _____

Reviewed specific room instruction - Ritter _____ (no food) Community Room A/B _____ (set-up)

Entered into online calendar - _____ Confirmed with organization - _____

Special instruction - _____