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Lassen Library District

APPLICATION AND AGREEMENT FOR CONFERENCE ROOM USE

The undersigned hereby requests permission to use the library conference room on the dates and times indicated below and under the following conditions:

1. Facility is provided "as is" with the following listed furniture and equipment: 6-7 long tables, 25 chairs, projection screen, overhead projector, TV, VCR/DVD player, ceiling mounted video projector, a basic 2-speaker sound system, Internet connections, mini kitchen (sink, microwave oven, mini refrigerator, short counter space). Users desiring additional equipment will need to make their own arrangements for it.
2. Requests to use the room are approved on an as-received basis. Call the library to verify the room is available for your desired date prior to submitting the application.
3. When multiple events are scheduled consecutively on any given day, persons or groups must limit their use to the times scheduled so as not to delay the next group's scheduled use of the room.
4. Extraordinary costs generated as a result of facility use, such as damage or excessive dirtiness, will be billed to the group requesting the use of the facility.
5. A responsible adult must be present during time(s) of use.
6. A member of the library's staff will assist in the room's set up and ensure the facility is ready for its intended use.
7. Alcoholic beverages or controlled substances are NOT permitted.
8. Smoking is NOT permitted in the facility or within 20 feet of the library building.

Cost of use: We are not, at this time, charging a fee for the use of the room. We reserve the right, however, to charge for cleaning and/or repairs should they be required after your use of the room.

Please answer the following:

Day / Date(s) of use _____ Time from _____ to _____
_____ Time from _____ to _____
_____ Time from _____ to _____

1. What is the purpose of the meeting? _____

2. Will the meeting be open to the public? _____
3. Set up assistance or furniture / equipment (beyond what is in the room) requested _____

I (we) have read the rules and agree to them and hereby certify that I (we) understand and agree to abide by and enforce the rules and regulations governing the use of the library facility. Additionally, we agree that our group/organization or us individually when not representing a group/organization, will be financially responsible for any damage sustained by the library, to its premises, furniture or equipment because of the use of the facility by us.

Name of group/organization _____

Address of representative/agent _____

Name of representative/agent _____ Title _____

Telephone # _____

Date of application _____ Signature _____

Representative/Agent

Application shall be made to the Lassen Library District, 1618 Main Street, Susanville, CA 96130

Address questions to the library at (530) 257-8113 or 251-8127.

Approved _____ Not approved _____ Signature _____

Library Representative