

IBERVILLE PARISH LIBRARY

REQUEST FOR USE OF LIBRARY MEETING ROOM

Request is hereby made for use of the following building facilities at the _____ branch of Iberville Parish Library, on the dates and times listed below:

Date(s)	Time(s)
Requested by: (name of organization)	Telephone # Contact Person
Type of organization: (Social, charitable, etc.)	Address

CHECK FACILITY REQUESTED (x)

() Meeting Room only () Meeting Room & Kitchen () A/V Equipment (specify)

How and for what purpose will room(s) be used?

I have read and understand the policies relating to the use of the library facilities as set down in the separate document, Meeting Room Policy, and agree to:

- a) *Pay for any damage done to buildings, equipment and/or grounds.*
- b) *Waive any and all rights to recovery from Iberville Parish Library for any injuries or damages resulting from use of library buildings and facilities hereunder.*
- c) *Respect the right of the Librarian to cancel a previous commitment to the use of this facility in the event it is necessary to use it for library purposes, e.g. Library programs needing to be rescheduled, use of library for elections or government functions, power failure, hurricanes, etc.*
- d) *Abide by all the rules, regulations and policies relating to the use of library facilities.*

Furthermore, I undertake to ensure that the rooms/area used will be left in good order (rubbish picked up off the floors and deposited in designated containers, tables cleared, food cleared away, kitchen left clean, etc.). In the event library personnel are not available, I will also ensure that lights and/or heat or air conditioning are turned off prior to leaving the building, doors locked, and the key(s) to the library building returned promptly the morning of the next working day following use of the building.

Applicant signature	Date	Telephone/contact #

		The above described library facilities are available for use on the dates and times requested.
Librarian signature	Date	