

MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY

MEETING ROOM APPLICATION (To be kept on file and updated annually)

**ORGANIZATION**

Name of Organization \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

To qualify for a room booking as a federal tax exempt organization, please attach your federal determination/affirmation letter to this document

ST-105 Indiana Department of Revenue General Sales Tax Exemption Certificate must be on file or sales tax will be collected on any applicable fees

Name of Representative of Organization \_\_\_\_\_

Position Held in Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**ROOM SET-UP**

The meeting rooms are equipped with a standard number of tables and chairs. Groups are responsible for setting up the room as desired.

**RESERVING EQUIPMENT**

Any audio-visual equipment must be booked separately at the branch where the meeting will take place.

**TERMS OF ACCEPTANCE**

- The Library assumes no liability for any loss or damage that may result from use of the meeting room by the sponsoring group or attendees to a program.
- Each group using the meeting room takes full responsibility for any damages incurred resulting from its use. All damages will be charged to the group and abuse of the facility will be cause for denying further usage to the group.
- My organization has received, understands, and agrees to be bound by the terms of the Mishawaka-Penn-Harris Public Library Meeting Room Policy.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

*Staff Use Only*

*Approved:*

Yes\_\_\_\_ No\_\_\_\_

by\_\_\_\_\_

(in (initials)

Date\_\_\_\_\_