

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 _____

MEETING INFORMATION

Meeting Dates _____ Preferred Room _____ Group Size (range) _____

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.
- Bookable equipment: Laptop Presentation Clicker Microphone

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_____