

**Meeting Room/Space Application/Policy Agreement**  
Liberty Center Public Library

Name of Group/Person \_\_\_\_\_

Group Type: \_\_\_\_\_ 501 (c)(3) \_\_\_\_\_ Social \_\_\_\_\_ For-profit \_\_\_\_\_ Other

Purpose of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_  
(i.e. – slide projector)

Furniture Needed: \_\_\_\_\_ Tables (we have 4) \_\_\_\_\_ Chairs (we have 36)

Personal making request: \_\_\_\_\_ Phone: \_\_\_\_\_

***I have read and understand the meeting room/annex policy*** \_\_\_\_\_  
(signature)

Date of request: \_\_\_\_\_

Person to pick up key: \_\_\_\_\_

***To be completed by library staff:***

Request accepted by: \_\_\_\_\_ Date request accepted: \_\_\_\_\_

Date key picked up: \_\_\_\_\_ Date deposit made: \_\_\_\_\_

Amount of Deposit: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_  
***(furnish receipt for deposit)***

Date key returned: \_\_\_\_\_

Condition of room checked by: \_\_\_\_\_

Deposit refunded: \_\_\_\_\_ Deposit kept: \_\_\_\_\_