

## Application for Meeting Room Use

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
(street)

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Time requested: Date: \_\_\_\_\_ Hours: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Type of meeting: (Film, lecture, training, etc.): \_\_\_\_\_

Brief description of activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Library equipment is to be used, please list what is needed: \_\_\_\_\_

\_\_\_\_\_

If user-owned equipment is to be used, please list what will be used: \_\_\_\_\_

\_\_\_\_\_

Requests for Meeting Room Use must be submitted one (1) week in advance. No admission fee may be charged to anyone attending a program or meeting in the Kingston Public Library. Users are responsible for the quiet and orderly conduct of their meeting and for the protection and cleanup of Library property. If tables and chairs are used, they must be returned to their original locations. If the kitchen is used, it must be cleaned and all trash deposited in the proper receptacles.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(user or responsible person signature)

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Library Director)