



**ITASCA COMMUNITY LIBRARY  
APPLICATION FOR MEETING ROOM USE**

Name of Group \_\_\_\_\_ Application Date \_\_\_\_\_

Presiding Officer \_\_\_\_\_

Month Year	Date	Start	Finish	Room	Month Year	Date	Start	Finish	Room
August 2011				East/West	February 2012				East/West
September 2011				East/West	March 2012				East/West
October 2011				East/West	April 2012				East/West
November 2011				East/West	May 2012				East/West
December 2011				East/West	June 2012				East/West
January 2012				East/West	July 2012				East/West

Expected Attendance \_\_\_\_\_ Set Up Time \_\_\_\_\_

General Purpose of Meeting \_\_\_\_\_

Will there be a material cost? Yes/No      Do you have a Certificate of Insurance? Yes/No

Equipment Needed:

Overhead \_\_\_\_\_ Flannel/Chalk Board \_\_\_\_\_ Microphone \_\_\_\_\_

TV/VCR \_\_\_\_\_ TV/DVD \_\_\_\_\_ Slide Projector \_\_\_\_\_ Easel \_\_\_\_\_

I have read the regulations governing the use of the meeting rooms and agree to comply with them.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Itasca Community Library Card # 21317000 \_\_\_\_\_ Expire Date \_\_\_\_\_

In House Use Only:

Person Taking Application \_\_\_\_\_ Approved: Yes/No      Entered \_\_\_\_\_ Initials \_\_\_\_\_