



# Two Harbors Public Library

320 Waterfront Drive • Two Harbors, MN 55616 • 218-834-3148 • www.twoharborspubliclibrary.com

## Meeting Room Use Application

**\*\*\* Please read the Meeting Room Use Policy before completing this form. \*\*\***

<p><b>Contact Person's Information</b> (should be the person filling out this form):</p> <p><b>Name:</b></p> <p><b>Phone:</b></p> <p><b>Email (optional):</b></p>	<p><b>Organization's Information:</b></p> <p><b>Name:</b></p> <p><b>Choose One:</b> Non-Profit / For-Profit</p> <p><b>Mailing Address:</b> ( ) Contact Person ( ) Organization</p>
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**Date and Time Requested** (Note: The Meeting Room may only be scheduled during regular Library hours.):

**Meeting/ Program Information and Type of Activity:**

**Is this meeting open to the public?** Yes / No

**Will refreshments (food or drink) be served?** Yes / No

**Expected Attendance:** \_\_\_\_ Adults \_\_\_\_ Children

Note: The maximum capacity of the Meeting Room is limited to a total of 40 people.

I have read the Two Harbors Public Library's Meeting Room Use Policy and agree that I and my organization will abide by these rules. I further agree that the organization will be responsible for any damages to library property which may occur as a result of my organization's use. I certify that I am authorized to make these representations on behalf of my organization. I understand that this form is an application only and does not guarantee that I, or the organization that I represent, will be allowed to use the Meeting Room or allowed to use the Meeting Room during the requested dates and times.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b>For Library Use Only:</b></p> <p>Application Approved and Room Reserved By: _____ Date: _____</p> <p>(After the Meeting Room is reserved, please call or email the contact person, if needed, to let them know.)</p> <p>Please note any changes that are made to the application (date change, time change, etc.) if they are made after we received the application.</p> <p>Other Notes:</p>	<p>Rev. 02/24/2010</p>
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