



GARY PUBLIC LIBRARY and CULTURAL CENTER APPLICATION FOR MEETING FACILITY

OFFICE USE ONLY

Date of Application _____ Reservations Taken by _____
Unit _____ Approved by _____

APPLICANT _____
organization/responsible person title in organization

_____ address zip code home/business phone

PURPOSE OF MEETING _____

MEETING IS SCHEDULED FOR:

DATE: _____ TIME: _____

OPENING OF FACILITY: _____ CLOSING OF FACILITY _____

For convenience and comfort, estimated attendance determines type of facility available for use. Check which best describes your situation:

MEETING ROOM/ CONFERENCE ROOM — A
...(2nd floor) up to 12 people

MEETING ROOM/ CONFERENCE ROOM — B
... (2nd floor) up to 8 people

MEETING ROOM - Lower Level - C
...up to 24 people

MEETING ROOM - Lower Level - D
...up to 24 people

Whenever possible, Library staff will physically arrange seating and table set-ups in advance. Last-minute accommodations are the responsibility of the applicant. Describe or diagram arrangements below or on reverse side. (FOR LOWER LEVEL MEETING ROOMS C & D ONLY)

I understand that it is the responsibility of the applicant to comply with the conditions of use outlined in the Meeting Room Policy and that I, as the applicant, and/or my group or affiliation is responsible for all damages. The Gary Public Library, the Board of Trustees of anyone acting as an agent thereof must be held harmless for any responsibility for security of personal or group possessions on library premises.

signature of applicant