



GARY PUBLIC LIBRARY APPLICATION FOR MEETING FACILITY - BRANCHES

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 / PROGRAM _____

For convenience and comfort, estimated attendance determines type of facility available for use (unless auditorium/ stage is specifically requested).
Check which best describes your situation:

AUDITORIUM ...20 to 150 people

MEETING / PROGRAM IS SCHEDULED FOR:

DATE: _____ TIME: _____

OPENING OF FACILITY: _____ CLOSING OF FACILITY _____

AS A PUBLIC SERVICE, EQUIPMENT LISTED IS AVAILABLE FOR USE DURING MEETINGS/ PROGRAMS AT MOST UNITS. YOUR LIBRARIAN WILL ADVISE WHEN IT IS NOT POSSIBLE TO ACCOMMODATE YOUR NEEDS.

Indicate number needed:

_____ **CHAIRS** _____ **BLACKBOARD** _____ **PROJECTOR** _____ **TRASH / GARBAGE CONTAINERS**
_____ **TABLES** _____ **MOVIE SCREEN** _____ **MICROPHONE** _____ **KITCHEN FACILITIES**

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.

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