



## LIBRARY MEETING ROOM APPLICATION

Primary Contact \_\_\_\_\_ Today's date \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

Educational  Cultural  Civic  Recreational

*No fee may be charged for admission to a meeting in a Library meeting room. It is understood that legitimate dues and membership fees do not constitute admission fees.*

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Meeting Topic \_\_\_\_\_

Program Room   
Maximum Occupancy 40 (1-4 hrs)

Meeting Room   
Maximum Occupancy 12 (1-2 hrs)

Number of tables needed \_\_\_\_\_

Additional Equipment: Projector  Computer  Internet Access  Blu-Ray Player  Wireless Microphone

*\*Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's scheduled closing time. If a meeting is cancelled, I agree to notify the library as far in advance as possible.*

**I have read the Meeting Room Policy and agree to comply with the terms of use. I understand that failure to comply with these rules may result in expulsion and denial of future reservations. I understand that the Twin Falls Public Library and its insurers shall not be responsible or liable for loss or damage to any items owned by me or my group that are used during our event. I understand that my organization assumes responsibility for any damage to the room and contents.**

Signature of Primary Contact \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** Meeting room reservations are not confirmed until this completed form has been confirmed by designated library personnel.

Please mail, email or fax completed applications.

Mail: Twin Falls Public Library, Director's Office, 201 Fourth Ave. East, Twin Falls, ID 83301

Email: [meetings@twinfallspubliclibrary.org](mailto:meetings@twinfallspubliclibrary.org) Fax: 208-733-2965

### FOR LIBRARY USE ONLY

Application approved  Application denied

Reason for denial:

Signed \_\_\_\_\_ Date \_\_\_\_\_