



Date: \_\_\_\_\_

### MEETING ROOM APPLICATION

\_\_\_\_\_ Branch

Group Name: \_\_\_\_\_

Group Mailing Address:

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Group Representative: \_\_\_\_\_

Representative Mailing Address:

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nature or purpose of group: \_\_\_\_\_

Planned Activities: \_\_\_\_\_

Meeting date requested: \_\_\_\_\_ Alternate date: \_\_\_\_\_

Time of meeting (please allow for set-up): \_\_\_\_\_ Until: \_\_\_\_\_

Please note that meeting rooms are only available during open library hours.

Number Expected to Attend: \_\_\_\_\_

Equipment Requested:

- Podium  Microphone (available Downtown only)  VCR/DVD  Computer Projector

I agree to defend, indemnify and hold harmless the Spokane Public Library, its departments, employees, agents, officers and volunteers from any and all liability in any and all matters, including any meetings and special events, concerning the above named group or individual.

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

OFFICE USE ONLY			
Scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Confirmation Sent <input type="checkbox"/> attach to calendar	<input type="checkbox"/> Added to Contacts	<input type="checkbox"/> Trumba
Notes:			