

## APPLICATION FOR MEETING ROOM USE

PLEASE NOTE: Please review all Meeting Room Guidelines prior to meeting date.

The Bartlesville Public Library has three meeting rooms to accommodate a variety of meetings and events. These rooms are available to all on a first-come, first-serve basis, regardless of the beliefs or affiliations of the group. Non-profit and not-for-profit groups may use any of the three rooms free of charge. Organizations must have a completed Meeting Room Application on file. The application is valid for 12 months only. New applications must be submitted annually. In addition to the application, groups must supply a copy of their organization's 501(c)(3) and/or other written/official documentation for proof of their not-for-profit status.

Name of Organization

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Contact Person

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Address

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Home Phone \_\_\_\_\_ Cell Phone

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Purpose or function of meeting(s)

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Meeting Room Requested

Meeting Room A \_\_\_\_\_ Meeting Room B \_\_\_\_\_ Meeting Room C \_\_\_\_\_

Date(s) of Meetings (Up to 3 meetings can be scheduled at one time.)

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Time of Meeting(s) \_\_\_\_\_

The undersigned contact person for the above mentioned organization, has read and agreed to comply with the policy and procedures governing public use of the Bartlesville Public Library meeting rooms. The applicant also accepts full responsibility for any damages to facilities or equipment and agrees to confine the organization's activities to the assigned room.

\_\_\_\_\_  
Signature of Applicant

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

**Staff Use Only**

Staff Member Taking Application \_\_\_\_\_

Date \_\_\_\_\_

Application & Documentation Received \_\_\_\_\_

