

Dennis M. O'Connor Public Library
Conference Room Application

Organization Name _____

Contact Person _____

Phone Number _____

Email _____

Alternative Contact Person _____

Phone Number _____

Email _____

Proposed Use of Room _____

Expected Number of Attendees _____

Single Use: Meeting Date _____

Start Time* _____ End Time* _____

Multiple Uses: Meeting Date _____ (use back of form for additional dates)

Start Time* _____ End Time* _____

**Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time.*

As an authorized adult representative of the above organization, I hereby apply for the use of the conference room as indicated above. I have read the policies and rules governing the use of the conference room facilities and agree to abide by them. If a meeting is cancelled, I agree to notify the Library in a timely manner so that others may have use of the facility. I accept responsibility for leaving the room in good order and for any damages that may occur to the facility or equipment resulting from our use.

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless the County of Refugio and its appointed officials, boards, committees, agents and employees (collectively, the "County") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the County or which the County may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.

Signature _____

Date _____

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

FOR LIBRARY USE ONLY

Reservation Approved Denied Reason for denial _____

Event(s) sponsored or co-sponsored by the Library? Yes If yes, approved by _____ No

Contacted to confirm reservation? Yes No Date _____

Library Staff Member _____ Date _____

Meeting Date _____

Start Time* _____ End Time* _____

Meeting Date _____

Start Time* _____ End Time* _____

Meeting Date _____

Start Time* _____ End Time* _____

Meeting Date _____

Start Time* _____ End Time* _____

Meeting Date _____

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