

Montgomery County Memorial Library System
Community Room Application
Mitchell Library

Today's Date: _____

Name of organization: _____

Address: _____

Telephone number(s): _____

Name of representative making request: _____

Position in organization: _____

Purpose of meeting: _____

Please sign an authorization to use a specific name and phone number to give to patrons who are seeking information about your organization or meeting.

Name of person patrons may contact: _____

Signature of person patrons may contact: _____

Phone number: _____

To give all organizations an opportunity to use the meeting rooms, groups may not reserve space more than 90 days in advance or more than twice a month.

Date of meeting: _____ Hours: _____ to _____

Approximate group attendance: Adults _____ Children _____

Check if you would like to use the kitchen. _____ (Alcohol prohibited)

Check for equipment needs: Large Screen VCR _____ Mobile TV/VCR _____

Microphone _____ Overhead Projector _____ Laptop and LCD Projector* _____

***Use of the Laptop and LCD Projector by prior arrangement with Branch Manager/Assistant Manager. Requires Orientation session with Computer Tech.**

It is the responsibility of the organization scheduling the meeting room to confirm the date and time of the meeting with the library representative at 936-442-7728 ext. 333.

AGREEMENT

It is expressly understood that the library has adopted certain rules applicable to the use of the library meeting rooms. A copy of the meeting room policy will be provided. This policy shall be binding, upon such individual and the group as a whole, with the same force and effect as if written and made a part of this agreement. Furthermore, the undersigned and the group requesting use of the library facilities agree, to the extent the law allows, to hold the county harmless from and against all losses, expenses, demands, and claims made against the county arising in any manner from such group's use of the library facilities, whether such loss, expense or demand is negligent or not. **Each group using the library facility as a meeting place will be held responsible for any damage to the building or equipment used.** Use of the library's meeting room does not constitute endorsement by the County or the library of points of view expressed by the group. No advertisement or announcement implying such endorsement will be permitted. **Neither the library's address or the phone number may be used by any non-library related group as a contact or information source.**

Group Name: _____

Signature of Representative: _____