

Montgomery County Memorial Library System
R.B. Tullis Branch Library
Meeting Room Application

Today's Date: _____

Name of organization: _____

Address: _____

Telephone number(s): _____

Name of representative making the 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 of person patron may contact: _____

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 in a month.

Date of meeting: _____ Hours: _____ to _____

Select Room

_____ Conference Room — capacity of 12, no kitchen access

_____ Community Room — capacity of 60, kitchen access

Approximate group attendance — Adults _____ Children _____

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

Equipment needs

(please check all applicable)

_____ Microphones _____ Television _____ VCR _____ DVD Player

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 (281) 577-8968 or (936) 442-7705 ext. 124.

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: _____

_____ Gave patron Meeting Room Policy

_____ Entered information into Reservation Book

_____ Had patron complete entire application

_____ Initialed and dated Meeting Room Application

_____ Verified application was signed

_____ Placed application monthly and alphabetically in binder