

HOBART PUBLIC LIBRARY

MEETING ROOM RESERVATION FORM

The Slaner Multi-purpose meeting room of the Hobart Public Library is hereby reserved at the time and on the date listed below. This facility, located on the lower level of the library, is reserved in compliance with the following regulations:

1. Usage of the meeting room is free of charge during the hours the library is open.
2. Usage of the meeting room when the library is closed requires a \$15 charge to be paid in advance.
3. In the event that a meeting begins while the library is open, but does not conclude until after the library has closed, the \$15 charge will be required.
4. The meeting room is not to be used for any profit-making purposes.
5. Light refreshments are allowed in the meeting room.
6. Smoking is not permitted anywhere in the library including the meeting room.
7. When the library is closed, access to the meeting room is through the north entrance to the library.
8. Users of the meeting room are asked to help maintain its cleanliness. Users will be responsible for any damage.
9. This form must be filled out at the library a minimum of 24 hours prior to room usage.

NAME OF ORGANIZATION: _____

RESERVED BY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

RESERVED FOR (DATE): _____

TIME: _____