

**Grantsville City Library**

**Meeting Room Application**

**Phone: (435)884-1670**

**Fax: (435) 884-0426**

**Incomplete applications may result in a scheduling delay.**

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**Organization/Individual** \_\_\_\_\_

**Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

Select type of organization     Community     Government     Individual     Non-profit

**Contact** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Daytime Phone ( )** \_\_\_\_\_ **Evening Phone ( )** \_\_\_\_\_

**Room Requested:**

Community Room (seating for 120)     Med. Conference Room (Seating for 14)     Small Conference Room (Seating for 8)

Meeting Date	Estimated Attendance	Set-up time or day	Start Time	End Time

**Purpose or Subject of Meeting (be specific):** \_\_\_\_\_

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**CONDITIONS AGREED TO BY THE USER**

The Community and Conference Rooms of the Grantsville City Library are available for social, cultural, civic, and educational purposes, subject to approval by the Library Director. The rooms are not available for religious or commercial purposes. City sponsored meetings will have priority in scheduling. Use of rooms is governed by the conditions and limitations listed below.

1. The user(s) are responsible for any damage caused to library property during the use of the rooms.
2. Twenty-four hours advance notice for room reservations are required. A maximum of 4 reservations may be held by one user or organization at one time. Extended reservations that monopolize the room to the exclusion of others will not be permitted.
3. Room reservations may be cancelled and the room be released to another if the reserving party is more than 30 minutes late.
4. Rooms may be reserved for use within the library's regular business hours.
5. A wireless internet connection is available for use in the rooms. The library's internet and computer use policy must be followed by all room occupants. This policy is available for review at the library, or upon request via E-mail.
6. Food or beverages are permitted with the payment of a \$75 cleaning deposit.
7. The users are responsible to set up and put away chairs, and to leave the meeting room in a clean and orderly condition.

I have read and understand the Grantsville City Library meeting room guidelines and conditions and agree to abide by them.

Applicant's signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Meeting Room Application-Revised February 27, 2014