



GRANTSVILLE CITY LIBRARY

Print, fill out, and return form to library.

You will be notified of action taken on your application.

# Meeting Room Application

Phone 435-884-1670

Fax 435-884-1680

Date \_\_\_\_\_

Name \_\_\_\_\_

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

Select Type of Organization:  Community  Government  Individual  Non-Profit

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

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

Phone Number \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

### Room Requested:

- Community Room (seating for 75)     Med. Conference Room (Seating for 10)
- Small Conference Room (seating for 8)

Meeting Date	Estimated Attendance	Set-Up Time/Day	Start Time	End Time



GRANTSVILLE CITY LIBRARY

# 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. 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 use of the rooms.
2. Twenty-Four (24) hours advance notice for room reservations are required. A maximum of four (4) reservations may be held by one user or organization at one time. Extended reservations that monopolize a room to the exclusion of others will not be permitted.
3. Room reservations may be cancelled and the room 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 refundable deposit of \$75.
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** \_\_\_\_\_

**The Grantsville City Library does not discriminate in making its premises available for use on the basis of age, race, color, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry or the presence of any mental, or physical disability. The use of any of The Grantsville City Library facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library or the City of Grantsville.**