

Holbrook Public Library
Application for Meeting Room Reservation

Meeting room will only be available during *regular hours of operation*.
The meeting room is unavailable on Fridays.

There are small study rooms available on a first come first serve basis during regular library hours,
which are: **8-3 Tues; 12-7 Wed/Thurs; 12-5 Fri; 10-3 Sat.**

Meeting room reservations are not valid until approved by the library director.

NAME OF REGISTRANT: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

NAME OF ORGANIZATION: _____

ORGANIZATION ADDRESS: _____

DATE OF MEETING: _____

TIME YOU WILL BE IN TO SET UP: _____

START TIME: _____ END TIME: _____

EXPECTED NUMBER OF ATTENDEES: _____

PURPOSE AND BRIEF OUTLINE OF MEETING: _____

NAMES AND PHONE NUMBERS OF PRESENTERS:

I agree to be responsible for damages to the Library equipment, furniture and/or facilities during my scheduled use of the room. I agree to indemnify and hold harmless the City and all its officers, employees, and agents from any and all claims, demands, suits, causes of action or judgments, any person may have as a result of any damages suffered while utilizing the meeting room.

Applicant Signature: _____ Date: _____

Received and scheduled
by the Library Director: _____ Date: _____