



MENLO PARK LIBRARY APPLICATION FOR MEETING ROOM USE

Dear Meeting Room Applicant:

Please complete this application and return it to: Library Administration, 800 Alma Street, Menlo Park CA 94025. Phone number is 650-330-2501. If the application is incomplete or illegible, it will be returned to you unapproved.

Name of Organization	Subject or Purpose of Meeting
Name of Person Responsible	Mailing Address
Contact Telephone Number (daytime)	Estimated Attendance
Meeting Start Time	Meeting End Time
Organization Non-Profit Tax Code	

All reservations must be made in advance. There must be an approved application on file before a reservation is finalized.

Applications must be submitted no more than seven days following telephone reservation or the reservation will be cancelled. Room rental fee must be paid prior to the meeting.

I have read the Menlo Park Library Meeting Use Policy and I agree to abide by it and to be responsible for damages to Library equipment or facilities during scheduled use of the meeting room. I agree to indemnify and hold harmless the City of Menlo Park, The Menlo Park Library and its staff from and against any and all claims, demands or actions that may be made or instituted against any of them arising out of the occupancy or use of the premises.

Print Name of Contact Person

Date

Signature