

**MIDLOTHIAN PUBLIC LIBRARY
APPLICATION FOR MEETING ROOM USE**

Date of Application _____

Name of Applicant and Title _____

Organization or Group Name _____

Designated Person in Charge of Event (if other than applicant) _____

Specific Date(s) and Time(s) Needed _____

We plan to use the room for the following purpose: _____

Expected attendance: _____

If this is a children's group, state the number of adult sponsors that will be present: _____

Equipment requested: _____

***If electronic equipment is requested (TV, DVD player, projector, gaming console, CD player), this request, along with payment of a \$25 fee is required at least one week in advance.**

I hereby agree to abide by the rules and regulations regarding use of this room as set forth in the rules governing the use of the Midlothian Public Library Meeting Room: To indemnify and hold harmless the Midlothian Public Library, including its Director and Staff, and the Board of Trustees, and the Village of Midlothian, for any and all accidents which may be sustained on the premises, and to be responsible for any and all willful and/or accidental damage to the library building, grounds, equipment, and any and all other library property, resulting from this use of such meeting room. If electronic equipment is used, I agree to take responsibility for running the equipment in a conscientious manner according to instructions issued by library staff.

Signature of Applicant _____

Address _____

Email _____ Phone Number _____

DO NOT WRITE BELOW THIS LINE – STAFF USE ONLY

Approved by _____ Denied by _____ Date _____

If applicable: Electronic Equipment Fee Received by _____ Date _____

Equipment Instructions Issued by _____ Date _____