

**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 \_\_\_\_\_