

Hawkeye Public Library
MEETING ROOM RESERVATION APPLICATION
FOR PRIVATE OR FOR-PROFIT EVENTS

Approved?
Yes No

Date of application _____

Name of group or organization _____

Contact person _____

Telephone _____

Date of meeting _____

Time of meeting: From _____ To _____

Fee - \$10.00 – Date Paid _____

Will the meeting extend beyond Library hours? Yes No

Will refreshments be served? Yes No

The person who signs this reservation form shall be responsible for costs resulting from the specified use. Groups accept responsibility for the repair or replacement of damaged facilities or missing equipment. The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. The Library reserves the right to assess a cleaning or labor charge if necessary.

I have received a copy of the Meeting Room Policy and will comply with all its regulations.

Contact Person