

APPLICATION FOR USE OF SPACE IN WEST FORK FRIENDS OF THE LIBRARY HALL

Library Hall space is made available to individuals, groups or organization in accordance with policies established by the West Fork Friends of the Library, a private 501(c)(3) non-profit organization.

Receipt of application does not guarantee availability. The application must be reviewed by the Library Hall Manager for availability and confirmation. Application to be submitted two weeks prior to the event. Please allow 3-5 days for review of the application.

Inclement Weather Policy: If the West Fork Schools are closed, the Library Hall is closed and all scheduled activities that day will be cancelled.

Official Name of Group or Organization: _____

Parent/Affiliate Organization: _____

Organization website or social media sites: _____

Individual completing this application and responsible for use of building:

Name (print) _____

Mailing address: _____

Day Phone: _____ Evening Phone: _____ Cell: _____

E-mail address (please print clearly) _____

Other member(s) authorized to make reservations: _____

What purpose or use do you plan for Library Hall space?

What dates and hours do you plan to use Library Hall?

Estimated Number of Attendees: _____ Are you a Friends of the Library member? _____

Check rooms needed: Main Hall _____ Kitchen _____ Display room _____ Other _____

Space Rental Rates: \$15/hour, **Deposit Required**, call for details: Jane at 445-9886 or Patty at 200-6072

I, as an individual or representative of a group or organization, accept responsibility for any damage or loss of Library Hall equipment incurred to the Hall itself as a result of use of Library Hall space.

By signing below, I am attesting that I have read the "Library Hall Policy for Use" and agree to abide by all terms and conditions stated there in.

Signature: _____ **Date:** _____

Staff Use Only:

Date Received: _____ Amount Remitted \$ _____ Approved By: _____