

APPLICATION FOR USE OF SPACE AT LIBRARY HALL

**210 Garfield St
West Fork AR 72774
479 445 9886**

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

Receipt of application does not guarantee availability. The completed application must be reviewed by the Library Hall Manager for availability and confirmation. Application should be submitted at least two weeks prior to the event. Please allow 3-5 days for review of the application. Upon completion **Return the application to Jane Bryant, at the West Fork Library.**

Inclement Weather Policy: If the West Fork Schools are closed, Library Hall is closed.

Name of Group or Organization: _____

Individual completing this application and responsible for use of building:

Name (print) _____

Phone: _____ Email: _____

Mailing Address: _____

Other member(s) authorized to make reservations/decisions: _____

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

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

Estimated Number of Attendees: _____

Are you a member of Friends of the Library? Yes _____ No _____

If not, \$5 of your deposit fee will go toward one single membership. Agree? _____

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

Hall rental rates: \$20 per hour, \$25 Deposit required. Deposit may be applied to fee if Hall is cleaned after event. Call for details. Jane Bryant 445-9886; Eula Lichty 409-0616

I 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. I have read the "Library Hall Policy for Use" and agree to abide by all terms and conditions stated therein.

Signature: _____ **Date:** _____

STAFF ONLY:

Date received: _____ Hours used: _____ Total fee: _____