



Meeting Room Application

Room: _____ Date: _____ Time: _____
Month Day, Year Begins Ends

Applicant Information

Name of Organization/
Purpose of Event: _____

Applicant's Name: _____
First MI Last

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Telephone: _____

Equipment to Borrow

(Check one or more)

- Video Projector
- Overhead Projector
- DVD Player
- Easel
- Dry Erase Board
- Other equipment: _____
- Coffee Pot
- Portable Screen

Agreement

- I have read the **Rules for Public Use of Meeting Rooms** governing the issuance of this application and understand them. Furthermore, I, _____, agree to abide by the library regulations and assume complete responsibility for any damages and/or losses to the room.
- I agree to pay the \$40 deposit now in order to reserve the room and agree to pay the \$20/hour rental fee at least a week before the event. Payment can either be a check or money order made out to "City of Clovis" or cash.

Rental Fees: _____ Due Date: _____

- I agree that I, or someone I authorize, will do a walkthrough with a staff member overseeing the room and then sign the **Checklist for Meeting Rooms** prior to and after the event.
- I understand that I must request a refund of the \$40 deposit within 30 days of the meeting date and if I have not done so by then, the deposit will revert to the Library. In order to receive a complete refund the **Checklist for Meeting Rooms** must be completed and all rules followed found in the **Rules for Public Use of Meeting Rooms**. The refund check will be mailed from the City of Clovis in a timely manner.
- I understand that I'm entitled to a refund of all rental fees if I cancel any time before the event, but if done so within 1 week (for any reason) the library will keep the \$40 deposit.

Applicant's Signature: _____

Library Staff Use

Date application approved: _____ Staff: _____

Deposit: _____ Paid Date: _____ Staff: _____

Fees: _____ Paid Date: _____ Staff: _____

Calendar Date deposit requested: _____ Staff: _____

Contact Us:

Phone/Fax: (575) 769-7840

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