

MEETING ROOM USE APPLICATION
OAK HARBOR PUBLIC LIBRARY

147 W. Main St., Oak Harbor, Ohio 43449 Phone: 419-898-7001 Fax: 419-898-0747

Library Hours: Mon.-Thurs. 9:30 a.m. - 7:00 p.m.
Fri 9:30 a.m. - 5:00 p.m.
Sat 9:00 a.m. - 1:00 p.m.

Meeting rooms are available for use only during the Library's hours of operation, or up to one (1) hour before the posted opening time or after the posted closing time, *with prior approval of the director*. Charges at the rate of \$20.00 per hour, or fraction thereof, will be assessed for use of the meeting room outside the usual hours of operation. Payment is due at the time of application.

Name of Organization _____

Purpose of meeting _____ Attendance _____

Date (s) requested _____ Hours: _____ to _____

ROOM REQUESTED:

_____ Lower level whole meeting room, A&B
_____ Lower level North A
_____ Lower level South B

EQUIPMENT REQUESTED:

_____ Lectern
_____ Digital TV + computer (available in North A or Whole A&B only)
_____ Tables (list number needed)
_____ Chairs (list number needed)

I, the undersigned, certify that I have read and understand the meeting room policies detailed on the reverse side of this application. In addition to the sponsoring group, I agree to resume responsibility for the group's adherence to the rules and any damage, accidental or otherwise, which may occur as a result of the group's use. I agree that the Library is not liable for injuries to people or damage to property of individuals or organizations using the meeting rooms.

Applicant's signature _____ Date _____

Applicant name (print) _____

Address _____ Phone _____

Request taken by _____ Approved by _____

Time room was vacated: _____ Fee due: _____ Reason: _____