



APPLICATION FOR MEETING ROOM USE

Dear Meeting Room Applicant:

Please complete this application and return it to: Library Administration, 1044 Middlefield Road, Redwood City, CA 94063, phone number is (650) 780-7061 and fax number is (650) 780-7069. If the application is incomplete or illegible, it will be returned to you unapproved.

If you have already made a tentative telephone reservation, please list the date and time of your meeting: _____

NAME OF ORGANIZATION

Subject or purpose of meeting(s) to be held: _____

Name of Responsible Person

Mailing Address

Estimated Attendance: _____

Redwood City, CA
(Must be a Redwood City Resident) Zip Code

E mail address

Daytime Phone Number

LIBRARY CARD NUMBER

Please be aware that reservations for specific dates and times must be made by telephone and not by mail. All reservations made in advance of application approval are tentative only. We must have an approved application on file before we could finalize a reservation.

Applications must be submitted no more than seven days following telephone reservation or the reservation will be cancelled. For short notice reservations, applications must already be on file.

All applications expire in December and must be renewed for use in the following calendar year.

The applicant hereby agrees to hold the City of Redwood City, its City Council, Library Board of Trustees, the individual members thereof, and all officers, agents and employees free and harmless from any loss, damage, liability, and cost of defense that may arise in any way by such use or occupancy of library facilities.

I hereby certify that I have read the Meeting Room Policy-Public Use and I realize that the Redwood City Public Library reserves the right to deny any application or to revoke permission previously granted. It is my responsibility to notify the library of any cancellations on my part.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the organization for any damages sustained by the library's buildings, furnishings or equipment through the occupancy, or use of said facilities by the applicant.

Date: _____ **Signature:** _____

Approval:

Library Director

Date

