



## Application for Public Use of Multi-Purpose Room

Primary Contact \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Additional Equipment Needed:

Projector    Blu-Ray/DVD Player    Sound System/Microphone    Laptop

\*Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's scheduled closing time.

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- I have read the Multi-Purpose Room Policy and agree to comply with the terms and conditions.
  - I understand that failure to comply with these rules may result in expulsion and denial of future reservations.
  - I understand that the Willmar Public Library, the Pioneerland Library System, the City of Willmar, Kandiyohi County, and all staff and volunteers are not responsible for any loss or damage occurring while on Library premises or arising out of the use of the Multi-Purpose Room or its environs.
  - I understand that my organization assumes responsibility for any damage to the room and contents.
  - If a meeting is canceled, I agree to notify the library as far in advance as possible.

Signature of Primary Contact \_\_\_\_\_

Date \_\_\_\_\_

(Revised 9/29/18)