

MEETING ROOM REQUEST

Plattsmouth Public Library

This Meeting Room Request Form must be completed and returned by the individual who is requesting to use the Plattsmouth Public Library meeting room or other available facilities for a meeting, program, or similar event to be held by Applicant's organization or group.

NOTE: A completed form emailed to you is an acknowledgement of your reservation. Please contact the library if any changes are needed. You may want to confirm one week before your event. Please sign and email it to plattsmouthpubliclibrary@hotmail.com or drop it off in person at the library.

Applicant's Information:

Name: _____ Phone: _____

Email: _____

Name of Organization: _____

Description of Event: _____

Date: _____ Start Time: _____

Number of Attendees: _____ End Time: _____

Facilities Requested:

_____ Auditorium (max. 120 people) _____ Leyda Room (max. 6 people)

Equipment Use (Auditorium use only):

_____ Projector _____ Smart TV _____ Laptop
_____ Projector Screen _____ DVD Player

As the Applicant and authorized representative of the Organization, I hereby apply to use the Facilities as indicated above. I have read the [Library's policies available on the City of Plattsmouth's website](#) ("Policies"), including the [Library's Meeting Room Use Policy](#), and I have submitted this Application with a full understanding and acceptance of such Policies. If this Application is accepted, I will advise all attendees of the Event that their use of the Facilities is subject to the Policies, and I will use my best efforts to ensure that all attendees of the Event comply with the Policies. I agree, both individually and on behalf of the Organization, (a) to be responsible for any loss or damage to Library property caused by the Organization or any attendee of the Event; (b) to promptly pay any charges for special cleaning or repairs assessed by the Library in connection with the use of the Facilities for the Event; and (c) to indemnify and defend the Library, the City, and their employees from any claim, demand, suit, or cause of action which may arise out of the use of the Facilities for the Event, except those claims, demands, suits or causes of action arising due to the negligence of the Library, the City, or their employees.

Applicant's Signature

Applicant's Title

Date