

Application for Use of Harvard Diggins Library Meeting Room

Application is hereby made for use of the following Harvard Diggins Library meeting room:
 Burbank Room Board Room

Name of organization and specific unit: _____

Type of organization (for use of the Burbank Room only):

Non-profit (\$10) Private Party (\$35) Business (\$50)

Name of person making this applicaion who will be at the meeting and who will be responsible for the use of the room and equipment (must be 18 years of age):

Address: _____ Email: _____

Phone: _____ Alt. phone: _____

Purpose for Meeting: _____

Number expected to attend: _____

Dates and Times Needed: Please include setup and takedown time when filling in Time

1 st Date	2 nd Date	3 rd Date	4 th Date	5 th Date
Time	Time	Time	Time	Time

Equipment to be used:

Training:

<input type="checkbox"/> Computer	<input type="checkbox"/> Needs training	<input type="checkbox"/> Has been trained
<input type="checkbox"/> Digital Projector	<input type="checkbox"/> Needs training	<input type="checkbox"/> Has been trained
<input type="checkbox"/> DVD Player	<input type="checkbox"/> Need training	<input type="checkbox"/> Has been trained
<input type="checkbox"/> Microphone	<input type="checkbox"/> Needs training	<input type="checkbox"/> Has been trained
<input type="checkbox"/> Overhead projector	<input type="checkbox"/> Needs training	<input type="checkbox"/> Has been trained

I state that I have received a copy of the rules and regulations adopted by the Board of Trustees, and that I shall ensure that every person using the meeting room understands and abides by said rules and regulations. I will be responsible for any loss or damage to library-owned equipment. I shall indemnify and hold harmless the Harvard Diggins Library from any loss, cost, expense or damages occasioned by use of the meeting room or equipment.

Date

Signature
(Applicant must be 18 years of age or older to sign)

For Office Use:
 Approved by: _____
 Fee paid: _____