

Application for Use of Harvard Diggins Library Burbank Meeting Room

Name of organization or individual: _____

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

____ Non-profit (\$10) ____ Business (\$50)

Name of person making this application 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 Needs:

____ Library Computer ____ Projector ____ DVD Player ____ Podium/Microphone

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: _____