



**FINNEY COUNTY PUBLIC LIBRARY**  
 605 E WALNUT  
 GARDEN CITY, KS 67846  
 (620) 272-3680  
<http://finneylibrary.org/home>

## MEETING ROOM AGREEMENT

PERSON/COMPANY REQUESTING ROOM (PLEASE PRINT) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ALT #: \_\_\_\_\_

COMPANY/ORGANIZATION NAME (IF ANY): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NUMBER OF ATTENDEES: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

TOTAL TIME REQUESTED INCLUDING SET UP/CLEAN UP (4 HOURS MAX): \_\_\_\_\_

TOTAL DUE ON DATE OF EVENT (\$25 PER HOUR) \$ \_\_\_\_\_

EQUIPMENT NEEDED/REQUESTED: \_\_\_\_\_

PLEASE INITIAL THE FOLLOWING IN AGREEMENT:

\_\_\_ I UNDERSTAND I CAN ONLY USE 3M PRODUCTS OR MASKING TAPE TO HANG THINGS

\_\_\_ I UNDERSTAND THERE IS TO BE NO ALCOHOL ON THE LIBRARY PREMISES

\_\_\_ I UNDERSTAND THAT I MAY NOT CHARGE ADMISSION FEES OR COLLECT MONEY FROM FCPL PATRONS.

\_\_\_ I ACKNOWLEDGE THAT THE MEETING ROOM NEEDS TO BE LEFT AS IT IS FOUND

IT IS HEREBY AGREED AND UNDERSTOOD THAT ALL APPROVED APPLICATIONS FOR USE OF LIBRARY FACILITIES AND/OR EQUIPMENT SHALL BE SUBJECT TO THE CONDITIONS OF THE ATTACHED BUILDING POLICIES. THE PERSON SIGNING THE APPLICATION ACCEPTS RESPONSIBILITY FOR ADHERENCE TO THE MEETING ROOM POLICIES AND PROCEDURES.

SIGNATURE

DATE

Office Use Only (Approvals)

\_\_\_ Event \_\_\_ Date \_\_\_ Time \_\_\_ Scheduled in Evanced \_\_\_ Staff Communications