

North Richland Hills Public Library

Meeting Room Reservation Application

Application Date:	<input type="checkbox"/> Community Room (125) <input type="checkbox"/> Board Room (30)	Expected Attendance:	Date Room is Needed:	Start Time: <small>Must include set-up</small> <hr/> End Time:
Organization Name:			Contact Name:	
Street Address:			City, State:	
Zip Code:	Phone:	Email:		

Reservation Purpose: _____

My organization is primarily a(n):
 For-Profit Business
 Educational Organization
 Civic Group
 Governmental Agency
 Cultural Organization
 Community Non-Profit Organization

My organization plans to use the meeting room: *(Please check the appropriate boxes below)*

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | For a commercial use; |
| <input type="checkbox"/> | <input type="checkbox"/> | For a private social event; such as birthdays anniversaries, wedding receptions, showers and/or parties |
| <input type="checkbox"/> | <input type="checkbox"/> | For an ongoing, regularly scheduled meeting, program or event, such as a monthly meeting; |
| <input type="checkbox"/> | <input type="checkbox"/> | To meet with potential or current customers; |
| <input type="checkbox"/> | <input type="checkbox"/> | To sell, offer for sale or deliver purchased merchandise; |
| <input type="checkbox"/> | <input type="checkbox"/> | To advertise merchandise or services; |
| <input type="checkbox"/> | <input type="checkbox"/> | To charge admission, accept donations or take collections; |
| <input type="checkbox"/> | <input type="checkbox"/> | To educate attendees on the products or services offered by a commercial business; |
| <input type="checkbox"/> | <input type="checkbox"/> | To make a profit, conduct business or solicit customers; |

Is special equipment needed?
 No
 Yes
 If yes, what?:
 Projector
 Television
 DVD Player
 Microphone
 Whiteboard
 In-Room Audio

My organization plans on serving food/beverages:
 No
 Yes
 Maybe

My organization plans on advertising this event:
 No
 Yes, Using the Following Media: _____

I understand that any formal advertising (print, digital or otherwise) must include the following disclaimer: **“This event is not sponsored or endorsed by the North Richland Hills Library or the City of North Richland Hills.”** I understand that not including this text in my advertising will disqualify me from future use of the Library’s meeting rooms.

APPLICANT AGREES TO HOLD HARMLESS AND RELEASE THE CITY OF NORTH RICHLAND HILLS, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL CLAIMS OR SUITS FOR PROPERTY DAMAGE, LOSS OR PERSONAL INJURY SUSTAINED BY APPLICANT OR ITS OFFICERS, AGENTS AND EMPLOYEES IN CONNECTION WITH APPLICANT’S USE OF THE LIBRARY MEETING ROOM FACILITIES. APPLICANT HEREBY AGREES TO INDEMNIFY, HOLD HARMLESS AND DEFEND THE CITY OF NORTH RICHLAND HILLS, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL CLAIMS OR SUITS FOR PROPERTY LOSS OR DAMAGE AND/OR PERSONAL INJURY SUSTAINED BY OTHERS BY REASON OF APPLICANT’S USE OF THE LIBRARY MEETING ROOM FACILITIES.

I have read and understand the conditions set forth in the Application and the Library Meeting Room Policy and agree to comply with and be bound by the terms of this Application and the Library Meeting Room Policy. By submitting this application I certify that all of the information provided is true and complete to the best of my knowledge and understand that falsifying or providing incomplete information may result in the delay of approval or denial of this and future reservation applications.

 Applicant’s Signature

INTERNAL USE ONLY	
Date Deposit Received:	
Date Emailed About Deposit Pick Up:	
To Return, Deposit Was:	Mailed: _____ Picked Up: _____
Email Reminder: <input type="checkbox"/> No <input type="checkbox"/> Yes	Shredded: _____ Transferred: _____