

**BASTROP PUBLIC LIBRARY
MEETING ROOM RESERVATION APPLICATION
MEETING ROOM / CONFERENCE ROOM**

Name of Individual filling out application _____
Organization Name _____
Organization Address _____
Organization or contact telephone number _____

Meeting Room ____ * Conference Room _____
*\$100 deposit required—Nonprofit or club
*\$100 deposit required—for-profit company or corporation
Approximate number of attendees _____

Meeting Date _____
Meeting Time (Including setup and cleanup) From: _____ To: _____

Purpose of function _____

As the authorized representative of the above organization, I hereby apply for the use of the Lina S. Pressley Meeting Room or Billy and Clara Maynard Conference Room of the Bastrop Public Library. My organization and I agree to follow all of the rules and procedures listed in the Meeting Room Policy, which I have been provided and have reviewed, and understand that my organization or me, personally, will be responsible for paying any damages or losses, or clean-up expenses that may result in the above group's use of library facilities.

Signature Date

Title

Staff Information: Approved _____ Not Approved _____
Reason not approved:

\$100 deposit attached and received by: _____
Room rental payment attached and received by: _____**
**\$100 per hour for Pressley Meeting Room; \$50 per hour for Maynard Conference Room

Library Director Date

Key # _____
Date picked up _____ Date returned _____