

APPLICATION FOR USE OF MEETING ROOMS

Name of Organization:

Contact Name:

Address:

City:

Zip:

Telephone:

President:

Email:

Organization Status: Non-Profit \$50.00 (per use) For-Profit \$175.00 (per use)

Payment is due at least 24 hours before the day of the scheduled meeting. If payment has not been received 24 hours in advance, then the meeting will be considered cancelled.

Date of Application:

Expected number of Attendees:

Date(s) and Time(s) Requested:

Room Set-up:

Equipment will be needed from us, if any:

Laptop

Projector Screen

Podium

OWL Technology

Sound System

Purpose/Function of Organization:

Literature to be distributed:

PLEASE NOTE: All promotional materials must contain the statement "This meeting/program is not sponsored by the Abington Township Public Library." Use of the Library's logo without the Library's written consent could result in the cancellation of your reservation. Groups may not use the Library's telephone number as a contact point.

*****I HAVE READ THE POLICES GOVERNING THE USE OF THE LIBRARY MEETING ROOMS,
AND I AGREE TO COMPLY WITH THEM*****

Office Held in Organization:

Signature of Applicant:

Address:

City:

Telephone:

Zip:

Email: