



Meeting Room Application

Phone 435-884-1670

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GRANTSVILLE CITY LIBRARY

The Community and Conference Rooms of the Grantsville City Library are available for social, cultural, civic, and educational purposes, subject to approval by the Library Director. City sponsored meetings will have priority in scheduling. Use of rooms is governed by the conditions and limitations listed below:

1. The user(s) are responsible for any damage caused to library property during use of the rooms.
2. Often twenty-Four (24) hours advance notice for room reservations are required. A maximum of four (4) reservations may be held by one user or organization at one time. Extended reservations that monopolize a room to the exclusion of others will not be permitted.
3. Room reservations may be cancelled and the room released to another if the reserving party is more than 30 minutes late.
4. Rooms may be reserved for use within the library's regular business hours.
5. A wireless internet connection is available for use in the rooms. The library's internet and computer use policy must be followed by all room occupants. This policy is available for review at the Library, or upon request via e-mail.
6. Food or beverages are permitted with the payment of a refundable deposit of \$75.
7. The users are responsible to set up and put away chairs and to leave the meeting room in a clean and orderly condition.

Date _____

Organization/Individual _____

Select Type of Organization: Community Government Individual Non-Profit

Address _____

E-mail Address _____ Phone Number _____

Purpose or Subject of Meeting: _____

Room Requested:

- Community Room (seating for 75) Med. Conference Room (Seating for 10)
 Small Conference Room (seating for 8)

Meeting Dates	Estimated Attendance	Set-Up Time	Start Time	End Time

I have read and understand the Grantsville City Library meeting room guidelines and conditions and agree to abide by them.

Applicant's Signature _____

Printed Name _____

Received by _____ Posted on Calendar by _____

The Grantsville City Library does not discriminate in making its premises available for use on the basis of age, race, color, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry or the presence of any mental, or physical disability. The use of any of The Grantsville City Library facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library or the City of Grantsville.