

YAKIMA VALLEY LIBRARIES MEETING ROOM RESERVATION

Name of organization _____

Purpose of meeting room use _____

Expected attendance _____ Date(s) of requested use (not to exceed 3) _____

Time of requested use (hour begins) _____ (hour ends) _____

Kitchen use at Yakima Library (\$10.00 charge per use) _____

Please check:

I have read and will comply with the Meeting Room policy.

I understand that while using the meeting room, no admission may be charged and no products or services may be advertised, solicited or sold.

I will notify my community library 24 hours before cancellation.

We will leave the meeting room in good order and by the library's closing time.

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of Yakima Valley Libraries meeting rooms. The undersigned group or organization assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to or loss of personal property, and damage to or loss of Yakima Valley Libraries facilities or property, that may result from this use. Yakima Valley Libraries will not be responsible for any materials, equipment, or personal belongings left in a library district facility. Any group or organization utilizing the meeting rooms must comply with the provisions of the American with Disabilities Act which require that a meeting or an activity in a meeting room, or materials at a meeting or activity be provided in an accessible format in response to a request.

Contact person (printed name) _____

Group or Organization _____

Signature _____ Title _____ Date _____

Address _____

Telephone _____ E-mail _____ FAX: _____

Library card number _____

FOR STAFF USE ONLY Approved by _____ Library _____

YVL FAX: 575-2093

Date: _____