

Cottonwood Public Library Application for Meeting Room Use

Name of Organization/Program	Date
Address of Organization	
Purpose of Organization	Expected Attendance
Name of Contact Person	Telephone
Email address	Would you like to be listed on our webpage? YES _____ NO _____

Fire Department regulations will be observed in all meetings. Nothing may be fastened to the walls of the meeting room. Decoration, if any, must be approved by the Library Manager. All Presenters are responsible for the set-up and tear down of the meeting rooms. Rooms must be left in the condition found. Meetings may not disrupt the use of the library by others, and persons attending meetings are subject to all library regulations and policies.

GUIDELINES FOR PRESENTERS:

Please read the full meeting room policy on the other side of this page before signing

1. All programs must be free to the open public, unless it is a City of Cottonwood function.
2. Commercial programs and personal social functions are not permitted
3. Individuals representing commercial or for-profit firms, or who themselves are representing a profit making profession (i.e. lawyers, investment counselors, realtors) shall not display literature describing their services, nor shall they solicit clients or customers or make a pitch for their services during the program.
4. Nonprofit organizations may display or have available their literature, and brochures; however, nonprofit organizations cannot use meetings for soliciting clients or members
5. Handouts of any educational or informational nature printed for a for-profit organization, but not describing a service, may be displayed or given out (i.e. brochures on moving by Bekins, brochures on gardening by Organic Gardening Magazine)
6. Goods and services may not be sold and money fees may not be collected

I have read and agree to abide by the above statement and the regulations of the library governing public meeting rooms found on this form.

Signature of Applicant	Approved by	Date
Date, Time and Location of Meeting		A or B

FOR LIBRARY USE ONLY

<input type="checkbox"/> Calendar Book	<input type="checkbox"/> FaceBook	<input type="checkbox"/> Website Event Calendar
<input type="checkbox"/> Press Release	<input type="checkbox"/> Signage	<input type="checkbox"/> Verde Independent Event Calendar
<input type="checkbox"/> Myradioplace.com	<input type="checkbox"/> knau.org	<input type="checkbox"/> Projector Needed