

HOWELL CARNEGIE DISTRICT LIBRARY

Use of Library Grounds Application

Please Read the Library Grounds Use Policy

Before Completing This Form

(complete one application per activity)

Organization _____

Contact Name- _____ Person Conducting Activity _____

Work Phone & Ext _____ Home Phone _____

Address _____ City & Zip _____

DESCRIBE ACTIVITY (include number of people expected to attend activity):

DATE AND TIMES OF ACTIVITY:

Date _____ Set Up Time begins _____ Clean Up Time Ends _____

All set ups and necessary equipment are the responsibility of the applicant.

(Please provide diagram of equipment set up)

NOTE: I have read the accompanying Policy for use of Library Ground as well as this application form and agree as a condition of and in partial consideration for the use of the library grounds that my organization will leave the grounds and equipment in the same condition it was prior to our activity, be responsible for any damage to the facility or damage or loss of equipment and release and hold harmless the Howell Carnegie District Library from any and all claims for personal injury or property damage.

Signed By _____

Date _____ Title _____

Please return completed application to the Administration Dept. as soon as possible.

Fax 517-546-1494 Phone 517-546-0720 x103

Library Staff Use Only

Library Board Action – Date _____ Approved _____ Denied _____

Insurance Liability Policy Provided _____

Pre-Event Meeting Date _____