

**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 Begins \_\_\_\_\_

***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 x110*

**Library Staff Use Only**

Library Board Action – Date _____	Approved _____	Denied _____
Insurance Liability Policy Provided _____		
Pre-Event Meeting Date _____		