Hustisford Community Library
609 W. Juneau Street
Hustisford, WI

Contact Person _____
Contact Phone No. (____)_____
Date _____
Organization _____
Approved _____
Check Rec'd _____

Application for Use of Meeting Room

(Please Print Clearly)
Date of meeting:_____ Total time requested (include setup):_____

Actual time of meeting:_____

Full name of organization:_____

Type of group (check one) ___Civic ___Social/Club___ Educational

___Community/Association ___Incorporated ___Non-Profit ___Other

Describe what your group is or does_____

Program or agenda of meeting_____

Estimated attendance of program _____

Contact Person_____ Phone (Home) _____

Phone (Work) _____Address:_____

City/State/Zip _____

The undersigned, on behalf of the above organization, has read and agrees to comply with the policies and procedures governing the use of the Library meeting room. The applicant shall indemnify and hold harmless the Village of Hustisford, its officers and employees, and the Hustisford Community Library Board of Trust5ees from any damages for personal injury or property damage and for the costs of defending claims for the same, including attorneys; fees, arising out of the acts or omissions of the applicant in its activities' at the meeting room in the Hustisford Community Library.

Applicant Signature_____Date_____

All applications will be reviewed before final approval
Please do not advertise your meeting until approved.
All announcements must clearly state that your program is <u>NOT</u> sponsored by the
Hustisford Community Library
<u>**Young children should not be left unattended in the Library while their caregivers are attending meetings**</u>
Please refer to a copy of the Meeting Room Policy for rules and restrictions' regarding the use of the Library's meeting room.
<u>**Use of the meeting room for Library activities is the first priority.**</u> The Library reserves the right to cancel a reservation if the room is needed for that purpose. In those instances, whenever possible a 21 day notice will be given.

<u>**Priority of users:**</u>
1. Library or Library – affiliated group
2. Non-Profit or Civic or educational organizations.