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# Lassen Library District

## APPLICATION AND AGREEMENT FOR CONFERENCE ROOM USE

The undersigned hereby requests permission to use the library conference room on the dates and times indicated below and under the following conditions:

1. Facility will be furnished "as is" unless additional furniture and equipment, as indicated below is requested. Equipment normally in the facility includes long tables, chairs, projection screen, TV, VCR/DVD player, Internet connections, mini kitchen (sink, microwave oven, mini refrigerator, short counter space). There currently is not a sound system in the conference room. A projector and overhead projector are available at no extra cost.
2. Requests must be received a minimum of three (3) days in advance before permission to use the facility or equipment will be granted. Allow up two weeks advance notice if special equipment needs are requested.
3. Persons or groups requesting the facility are limited to the scheduled times indicated on this request. Abuse of this privilege may result in the revocation of permission to use the facility.
4. Extraordinary costs generated as a result of facility use, such as damage or excessive dirtiness, will be billed to the group requesting the use of the facility.
5. A responsible adult must be present during time(s) of use.
6. A member of the library's staff will assist in the room's set up and ensure the facility is ready for its intended use.
7. No alcoholic beverages or controlled substances are permitted.
8. No smoking is permitted in the facility or within 20 feet of the library building.

**Cost of use:** \$25 per hour, including room preparation time and idle times (except overnight).  
There is no minimum or maximum charge.

**Please answer the following:**

Day / Date(s) of use \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_

1. What is the purpose of the meeting? \_\_\_\_\_  
\_\_\_\_\_
2. Will the meeting be open to the public? \_\_\_\_\_
3. Set up assistance or furniture / equipment (beyond what is in the room) requested \_\_\_\_\_  
\_\_\_\_\_

I (we) have read the rules and agree to them and hereby certify that I (we) understand and agree to abide by and enforce the rules and regulations governing the use of the library facility. Additionally, we agree that our group/organization or us individually when not representing a group/organization, will be financially responsible for any damage sustained by the library, to its premises, furniture or equipment because of the use of the facility by us.

Name of group/organization \_\_\_\_\_

Address of representative/agent \_\_\_\_\_

Name of representative/agent \_\_\_\_\_ Title \_\_\_\_\_

Telephone # \_\_\_\_\_

Date of application \_\_\_\_\_ Signature \_\_\_\_\_

*Representative/Agent*

**Application and Payment shall be made to the Lassen Library District, 1618 Main Street, Susanville, CA 96130**

**Address questions to the library at (530) 257-8113 or 251-8127.**

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Signature \_\_\_\_\_

*Library Representative*