

Tilton Library Application for Community Room Use

☐ I have read and understand the Community Room Use, Kitchenette, and Behavior Policies and the Responsibilities Checklist.

Application Date: _____

Name of Individual, Organization, or Group: _____

Mailing address of organization:

Web address (or other online presence [Facebook, etc]) for organization, if applicable:

Reservation Date: _____ Start Time: _____ End Time: _____

Purpose or Function of Meeting/Event:

Expected attendance: _____

Number of tables needed (max 6): _____

Number of chairs (max 36 with tables, 80 without): _____

Refreshments being served: _____

Other requirements: _____

I have read this application, fully understand its terms, and have signed it freely and voluntarily without any inducement, assurance or guarantee being made to me and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Applicants Name (printed): _____

Applicants Signature: _____

Address: _____

Phone Number: _____ Email: _____

Form can be dropped off at the library, or emailed to tiltoncommrm@cwmars.org

STAFF USE ONLY:

Date received: _____ Confirmation date: _____ Notified by: _____

Key given: _____ Key returned? _____

NOTES: _____