LINCOLN CITY LIBRARIES

Community ROOM

Application

Facility Use Agreement

Lincoln City Libraries is pleased to provide rooms for community use. ***Applications must be approved by the Library, the community room booking confirmed, and all fees paid BEFORE using the community room. Bookings may be made up to one year in advance for non-profit groups and up to thirty days in advance for for-profit groups. Arrangements must be made for use of library equipment at least five business days prior to meeting date.***

I have read the rules and agree to abide by those rules for use of the library's community rooms and understand that I am responsible for any fees, loss of or damage of facility/equipment.

Signature Required - (Person Responsible) _____ Date: _____

Organization Information

Name of Organization: _____

Street Address (required): _____

PO Box: _____ City: _____ Zip: _____ Phone: _____

Describe your organization's purpose: _____

Describe the meeting or event you plan to hold: _____

Is your organization non-profit? ____ Yes ____ No Library Card Number: _____

Personal Information

Person Responsible: (Print) _____

Your position with organization: _____

Home Address (required): _____

Home Mailing Address (if different): _____

City: _____ County: _____ Zip: _____ Home Phone : _____

Estimated attendance: _____

Audio visual equipment needed: _____

Snacks served? ____ Yes ____ No Fees enclosed? ____ Yes ____ No

RETURN COMPLETED FORM TO:

Lincoln City Libraries
Administration
136 South 14th Street
Lincoln, NE 68508

FOR OFFICE USE ONLY:

Organization approved to use LCL community rooms? ____ Yes ____ No

Approved by: _____ Date: _____

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Organization _____

Date *(month, day, year) One date per line Addtl. sheets available*	Day of the week	Hours	Name of library/room	Fee(s) Paid *For office use only*

Copy mailed to user: _____