

BRIDGMAN PUBLIC LIBRARY

Application For Use of
Louise Christensen Community Room and Courtyard

Please fill out this application and return to the Library.
Please type or print information.

Today's Date _____

Name of person completing this application _____

Name of Organization (if applicable) _____

Date(s) and Time requested (requests may be made up to three (3) months in advance)

Purpose of use _____

Number of persons expected to attend _____

Specific areas to be used: Community Room _____ Courtyard _____

Equipment needed: # tables ___ # chairs ___ TV ___ DVD/Video player ___ Media Projector ___
Overhead Projector ___

Fees if food is to be served: \$100 paid by check prior to use _____

I understand that by signing this form I am personally responsible for the use of the Community Room and Courtyard, including:

- **Setup of any chairs, tables or audio/visual equipment**
- **Cleanup following program: wipe all chairs and tables and put away; return audio/visual equipment to front desk; vacuum, sweep or clean any areas used; take garbage to dumpster in back of Library; lower umbrellas in Courtyard (if used).**

I agree to vacate the room 30 minutes prior to the library closing time. I understand if I violate this rule I will lose any deposit made and any future opportunities to use the room.

I have read the Bridgman Public Library Community Room and Courtyard Policy involving the use of these areas and I agree to comply.

Signature of person completing application (must be 18 or over)

Address _____

City _____ **Contact Number** _____

Notice: This application must be submitted to the Bridgman Public Library Director for approval. Only the Director or his/her designee may approve use of the Community Room and Courtyard. If approval is granted, it shall be, at the most, for three (3) months. Re-application would be required.

Approved _____ **Not approved** _____ **Date** _____

Reason if not approved _____