



NUECES COUNTY PUBLIC LIBRARIES MEETING ROOM REQUEST

Application for the Use of the Multi-purpose, Youth Learning Center, Study Rooms

Please complete this form in its entirety. Failure to do so may delay the processing of your Meeting Room Request.

Organization Name	Date of Meeting	Today's Date (Application Date)
<input type="checkbox"/> Community	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Library
Time Meeting Begins		Time Meeting Ends
START TIME	END TIME	
Location / Room	Will any News Media Attend <input type="checkbox"/> YES <input type="checkbox"/> NO	
Estimated Attendance	Will there be publicity for the event? <input type="checkbox"/> YES <input type="checkbox"/> NO Publicity must be reviewed by Library Staff	
Purpose of Meeting:		
Will you serve food? <input type="checkbox"/> NO <input type="checkbox"/> Light Snacks (prepackaged snacks and drinks in covered containers) <input type="checkbox"/> Prepared foods (Alcohol is prohibited)		
Contact Person	Phone #	Alt Phone #
Address	Email Address	
Alternate Contact	Phone #	Email Address

- No admission charges are allowed. The sale of goods and serves are also not allowed. "Commercial Photography" requires additional approvals.
- All publicity will be submitted for approval to the Library prior to publication and will include the following statements: "This program is not sponsored or endorsed by the Nueces County Public Libraries." And "If you have a special physical or communications need that my impact your participation in this activity, please contact (name) at (phone number), (email) at least 72 hours prior to the event to discuss accommodations. We cannot ensure the availability of accommodations without prior notification of need."
- Meeting Room Request forms are considered on a first-come, first-serve basis.
- Meetings may be reserved up to 90 days in advance. Rooms are only available when the Library location is open to the public.
- Meeting rooms must be vacated at least 15 minutes before the closing time of the Library.
- Smoking is not allowed at any Nueces County Public Library location.
- Food and drinks are allowed in Meeting Rooms. Alcohol beverages are not allowed in or around the Nueces County Library. If found with alcohol, we will terminate any future reservations of the Libraries meetings rooms.

Agreement

It is expressly understood that Nueces County Library Public Libraries has adopted certain rules applicable to the use of the Library meetings rooms, a copy of such rules being attached hereto as Multi-Purpose Room, Youth Learning Center, Study Rooms Policy. The undersigned has read and understands the terms of such Policy and agrees, individually, and as representative of the group as a whole requesting use of such facility, to comply with the terms therein and said individual and group as a whole shall be liable for any noncompliance thereof, to include, but not to be limited to, any and all damage that may occur or fees or costs that may be incurred as a result of the use of the Nueces County Public Libraries facilities. Said policy shall be binding upon such individual and the group as a whole with the same force and effect as if written in and made a part of this Agreement. Further, the undersigned individual and the group(s) a whole requesting use of the Nueces County Public Libraries facilities agree to indemnify and hold the Nueces County harmless from and against any and all losses, expenses, demands and claims made against the Nueces County arising in any manner from such group's use of the library facilities, whether such loss, expense, or claim made against the County is caused by County's negligence or not.

Group Name: _____

Signature: _____

Printed Name: _____

For Office Use Only

Received by (library staff member): _____ **Refreshments:** Yes No

Librarian's Comments:

Approval by County Library Director or Assistant County Librarian:

Signature

Date: _____