**APPLICATION FORM FOR USE OF PROGRAM ROOM**

**Please read the Program Room Policy before filling out the application form. You are agreeing to the policy upon signing this form.** Include enough time to set-up, clean-up and tear down within your scheduled time. This application may be submitted in person, by mail, by attaching this form to an e-mail and sending to dunkpublib@dunkerton.net or by fax to 319-822-4664. **A $20.00 refundable deposit is required.** Any costs arising from loss, damage, or excessive janitorial services will be your responsibility. The Library is not responsible for the loss or damage of private property or for any accidents or injuries that may occur.

Today’s Date\_\_\_\_\_\_\_\_\_ Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Purpose of Event (must be free of charge)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Responsible Individual\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of your event/meeting (one per sheet) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Day of Week\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time (allow for set-up)\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time (allow for tear-down)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people expected to attend\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Please report the actual number of people who attend the event to a librarian within 24 hours. You can telephone 822-4610 or e-mail dunkpublib@dunkerton.net.\*\*

Do you have a need for any equipment (Please circle any needed equipment)?

Projector Laptop DVD Player

I have read the Program Room Policy and agree to abide by it.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you would like to give a donation for use of the room, it would be most welcome. Please make checks out to the Friends of the Dunkerton Public Library.**

**For use by Library Personnel only:**

Date application turned in: \_\_\_\_\_\_\_\_\_

Approved\_\_\_\_\_\_ Not Approved\_\_\_\_\_\_ Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notification date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people who attended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit returned date \_\_\_\_\_\_\_\_\_by\_\_\_\_

Room Inspected – Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_ Initial\_\_\_\_\_\_\_\_\_