

LANHAM MEETING ROOM APPLICATION
HERMISTON PUBLIC LIBRARY

Date of Application: _____

Room(s) to be used: Lanham Room Lanham Room with Kitchen Use

Date & Time of Room Use: _____

Length of Use (Including set-up and take-down): _____ hours

Applicant (Individual Responsible for this Agreement): _____

Organization Name: _____

Mailing Address: _____

City, State, and ZIP: _____

Phone: _____ Fax (optional): _____

E-Mail (optional): _____

Purpose of Use: _____

I acknowledge receipt of and agree to abide by all rules and conditions stated in the Lanham Meeting Room Policies and Procedures.

Applicant's signature: _____

Fees received:

\$ _____ Rent

\$ _____ Cleaning Deposit

\$ _____ Key Deposit

\$ _____ Total received

Cash Money Order

Check _____

Key Appointment Date & Time
(Renting outside Library hours):

Received by Library Staff
(Initials & Date): _____

Approved & Added to Calendar
(Initials & Date): _____